

# TOWN OF FAIRFAX

## 2024 - 2025 Operating and Capital Improvement DRAFT Budget



**MAYOR**

**Barbara Coler**

**VICE MAYOR**

**Lisel Blash**

**COUNCIL MEMBERS**

**Bruce Ackerman**

**Stephanie Hellman**

**Chance Cutrano**

**DRAFT BUDGET  
FY 2024-2025  
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# Town of Fairfax

## Draft Operating & Capital Budgets

### Fiscal Year 2024-2025

May 8, 2024

#### Town of Fairfax Draft Operating and Capital Budgets for Fiscal Year 2024-2025

Dear Mayor and Town Council:

The Draft FY24-25 Operating and Capital Budget is presented here for the May 8, 2024, budget workshop.

The proposed overall Town budget is approximately \$19.31M:

- \$14.87M for General Fund operations
- \$1.33M for debt service and other special funds
- \$3.03M for capital improvement projects

Overall, this budget reflects an emphasis on completing projects needed to keep the town functioning well. The proposed operating budget has increased marginally over the last year due to programs and on-going staff needs. The proposed capital budget has been reduced from last year, reflecting the completion of road projects supported by one-time reserve funds. Despite the decrease in capital allocation, some paving and road stabilization projects are planned for the upcoming year.

The town is projected to end FY 23-24 with 41.4% reserve. For FY 24-25, the proposed budget anticipates reserves being 25.3%, which is above the 25% reserve policy established by Council. Staff believes this represents prudent savings, while also providing much needed services.

Regarding the American Rescue Plan Act (ARPA) funding, the Town has received approximately \$1.8 million, which are placed in Federal Stimulus (Fund 25) in the Budget. ARPA funds are not included as part of the General Fund expenses so as not to skew the Town's operating budget. As shown on the detail for Fund 25, the Town has until December 31, 2024, to obligate funds and until December 31, 2025, to spend. At the budget workshop and previous meetings, the Council discussed using the ARPA funds for a significant qualifying project that will comply with Federal contracting and reporting standards: storm water project. The concept is to use this one-time APRA funding to provide relief from flooding for which Fairfax is famous and which has caused significant concerns for residents, damage to town hall and damage to downtown in previous storms. The Council have the opportunity to approve this storm water project this coming year and to officially approve the use of ARPA funds for this purpose. The Town was not required to specify the use of funds prior to receiving the monies.

#### REVENUES

For FY 24-25, overall General Fund revenues are projected to be approximately 7.7% higher than the FY 23-24 budget, when you adjust for sales tax projections. Fairfax frequently compares the proposed budget to the previously adopted budget, for a more apples to apples comparison.

Pages 1A and 1B of the budget show the comparison of general fund revenues between the adopted FY 23-24 budget and the proposed FY 24-25 budget. Below are the highlights.

Overall *property taxes* are expected to increase by 6.2% (approx. \$330,800). Some items of note are:

- Revenues from the Marin Wildfire Prevention Authority (MWPA) reflect the local share of the tax (\$104,710) which is consistent with the prior year's budget.
- It should be noted that property tax is based on assessed value as of January 20 and staff's calculations based on Marin County projections.

Sales taxes are projected to grow 6.8% from the FY 23-24 adopted budget (approximately \$134,300).

*User taxes* consist of the town's utility user tax (UUT) of 4% and TOT (i.e., Hotel tax). Fairfax is projecting to receive more than the prior year (approximately 22% change). This can be seen by reviewing the information on page 1A. The town is projecting an additional \$25,000 in TOT revenue from short term rentals and an additional \$60,000 from UUT.

*Franchise Fees* include fees the Town receives for garbage, Pacific Gas & Electric, and cable, which are projected to increase approximately 1.6% from last year.

*Fines and licenses* are projected to decrease approximately 4.4%, based on actual receipts.

*Rental and Maintenance* fees for Town facilities are projected to increase by \$6,300.

*Investment Earnings* are expected to increase approximately 8.3% or more, based on current interest rates and higher Town fund balances.

Charge for *Current Services* are the revenues the Town receives for its services such as dispatch services for the Town of Ross and Community College of Marin, and recreation activities. These revenues reflect an increase in the use of Town facilities for recreation classes and partnerships.

## **OTHER GENERAL AND SPECIAL FUNDS**

The other major funds which contribute revenues towards operating expenses include:

*Building & Planning* (Fund 04) - Revenues (\$740,000) are projected to be the same as budgeted for FY 23-24. This is a reasonable projection; actual 20-21, actual FY 21-22, actual FY 22-23, and actual FY 23-24 were all above the previously adopted conservative revenue for Building and Planning. It is very difficult to project these revenues as they are dependent on residential and commercial permit requests.

*Retirement Fund* (Fund 06) - Revenues are from a Pension Obligation Parcel Tax which was established in the 1960's. Property owners pay \$.091 per \$100 of assessed valuation. This revenue is to be approximately \$2.12M. These funds can only be used for retirement-related costs.

*Special Police* (Fund 07) - This is the annual COPS grant received from the State. The Town is projected to receive \$230,000 this year. This tracks well with the amounts received in previous years.

*Measure F* - Municipal Services (Fund 20) - This is the special municipal service tax of \$215/residential & commercial unit. It can be used for public safety, youth/senior programs, capital projects, and wildfire prevention activities. The estimated amount of approximately \$786,000 reflects a \$18,280 (\$5 per unit) increase from last year.

*Gas Tax* (Fund 21) - Gas tax revenue collected by the State is distributed to cities/towns based on population. Gas tax can be used for road maintenance/repair and capital projects. The FY2,2J budget projects over \$409,000 an approximate 6.9% increase in Gas Tax based on State projections, which primarily impacts capital projects.

Overall, the above funds combine to contribute approximately \$2.87M to cover General Fund operating expenses and capital improvements.

## **EXPENDITURES**

General Fund operational expenses are estimated to be approximately \$1,082,900 higher (8.1%) than the adopted FY 23-24 budget. The "Appropriations Budget Comparison Table" (Table) on page 1C shows a comparison between the adopted FY 23-24 budget and the draft FY 24-25 budget by department/division.

Below is a summary of the comparison by departmental categories.

The *Climate and Environment Department* has reduced programs by approximately \$75,000. The projects displayed with allocated funding are well aligned with the Climate Action Committee's (CAC) recommendations, and reflect actual project implementation last year, plus, the current vacancy in Climate Department Staff.

*Development Services* is the Planning and Building Services Department. Housing Element and related Planning consulting projects represent a significant expense in FY 21-22, FY 22-23, and FY 23-24. The expenses, though not every year, are routine and cyclical, based on State requirements for updates. The expenses have been reduced for FY 24-25 to reflect the project will be returning to implementation mode, rather than update mode.

*Public Safety* consists of Police, Ross Valley Fire Department (RVFD), and Disaster Preparedness. The Police budget reflects an increase (9.8%) related to the costs associated with updated labor agreements that provide Cost of Living Adjustments (COLAs) and associated benefits costs. The Town's contribution to the Fire Department JPA will increase by approximately \$16,538 for annual facility maintenance costs. In the Building Improvement Budget (Fund 05-905) \$150,000 is allocated in FY 24-25 for design toward remodeling of the Fairfax station required to accommodate three people on an engine. The design costs are not included in the Town's annual contribution to the JPA.

*Public Works* Street Maintenance budget has been increased by 13.7% or \$71,700.

*Recreation and Community Services* reflects program costs. Please note that as of FY 23-24, this department no longer includes the shared Climate Action staff with San Anselmo (this expense was moved to Climate and Environment), nor the Communications position that was previously moved to Town Clerk and is unfilled. In FY 22-23, the Council approved a Deputy Clerk/Administrative Analyst position that is managing the Town Newsletter and providing critical support in the Clerk's office.

*Parks & Facility Maintenance* reflects some needed on-going maintenance, janitorial costs for cleaning of Town rental facilities 5 days/week and includes disinfecting Town facilities.

## **CAPITAL IMPROVEMENT PROGRAM (CIP)**

The proposed FY23-24 CIP budget is an ambitious program with a significant number of road repair projects. The CIP budget is approximately \$4,118,000:

- \$875,000 is for road maintenance and improvement projects,
- \$1,434,000 for bridges,
- \$245,000 for sidewalk repair including the downtown area,
- \$135,200 for storm water repairs and improvements (ARPA funded),
- \$315,000 for facilities, parks, and trail and town facility improvements.

## **SPECIAL THANKS**

I would like to specifically thank the Finance Department, including Finance Director Michael Vivrette, Accountants Elena Gataulina and Janet Garvin; and Deputy Clerk/Administrative Analyst Christine Foster for their work on this year's budget.

I greatly appreciated the Council's, community's, and staff's support for all the Town's many important services to the community.

Respectfully Submitted,

\_\_\_\_\_/s/\_\_\_\_\_  
\_\_\_\_\_

Heather Abrams, Town Manager



# Town of Fairfax

## 2024-25 Operating Budget

### ALL FUNDS FY24 PROJECTED

### ALL FUNDS FY25 DRAFT BUDGET

FUND SUMMARY	AUDIT BAL	FY 2023-24	FY 2023-24	FY 2023-24	PROJECTED	FY 23/24	BALANCE	FY 2024-25	FY 2024-25	FY 2024-25	DRAFT BUD	FY 24/25
	30-Jun-23	Revenues	Approp	Transfers	30-Jun-24	ACTIVITY	30-Jun-24	Revenues	Approp	Transfers	30-Jun-25	ACTIVITY
5/3/24 11:35 AM												
<b>GENERAL FUNDS</b>												
01 General Fund	4,648,738	9,512,044	(12,766,786)	2,156,274	3,550,270	(1,098,468)	3,550,270	9,579,641	(14,461,778)	3,327,800	1,995,934	(1,554,336)
02 Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03 Equipment Replacement Fund	243,355	-	(116,472)	100,000	226,882	(16,472)	226,882	-	(169,000)	100,000	157,882	(69,000)
04 Building & Planning Fund	152,017	747,087	-	(800,000)	99,105	(52,913)	99,105	740,900	-	(750,000)	90,005	(9,100)
05 Building Improvement Fund	167,956	-	(114,420)	125,000	178,536	10,580	178,536	-	(197,000)	125,000	106,536	(72,000)
06 Retirement Fund	178,557	2,074,072	-	(2,000,000)	252,629	74,072	252,629	2,125,242	-	(2,000,000)	377,870	125,242
08 Office Equip Replacement Fund	57,344	-	(24,254)	30,000	63,090	5,746	63,090	-	(37,500)	-	25,590	(37,500)
<b>Total General Funds</b>	<b>6,447,967</b>	<b>12,333,204</b>	<b>(13,021,932)</b>	<b>(388,726)</b>	<b>5,370,512</b>	<b>(1,077,455)</b>	<b>5,370,512</b>	<b>12,445,783</b>	<b>(14,865,278)</b>	<b>802,800</b>	<b>3,753,818</b>	<b>(1,616,695)</b>
					41.2%						25.3%	
<b>SPECIAL REVENUE FUNDS</b>												
07 Special Police Fund	9,722	228,269	-	(200,000)	37,992	28,269	37,992	230,000	-	(250,000)	17,992	(20,000)
12 Fairfax Festival Fund	(33,390)	77,620	(76,800)	-	(32,570)	820	(32,570)	77,500	(76,800)	-	(31,870)	700
20 Measure F - Municipal Svs Tax Fund	53,663	767,760	-	(790,000)	31,423	(22,240)	31,423	786,040	-	(790,000)	27,463	(3,960)
21 Gas Tax Fund	190,362	393,455	-	(405,000)	178,817	(11,545)	178,817	409,352	-	(518,770)	69,399	(109,418)
22 Measure A/JAA - Transportation	150,642	255,001	-	(255,001)	150,642	-	150,642	190,624	-	(300,000)	41,266	(109,376)
23 Measure A - Parks	126,833	75,816	-	(6,300)	196,349	69,516	196,349	70,000	-	(150,231)	116,118	(80,231)
25 Federal Stimulus Funds	1,766,049	-	-	(177,714)	1,588,335	(177,714)	1,588,335	-	-	(90,000)	1,498,335	(90,000)
<b>Total Special Revenue Funds</b>	<b>497,832</b>	<b>1,797,922</b>	<b>(76,800)</b>	<b>(1,656,301)</b>	<b>562,652</b>	<b>64,821</b>	<b>2,150,988</b>	<b>1,763,516</b>	<b>(76,800)</b>	<b>(2,099,001)</b>	<b>1,738,703</b>	<b>(412,285)</b>
<b>DEBT SERVICE FUNDS</b>												
43-45 Measure K - Debt Service	547,999	524,325	(599,803)	-	472,521	(75,478)	472,521	544,300	(615,227)	-	401,595	(70,927)
48 Lease Agreement	4,409	668,198	(668,198)	-	4,409	-	4,409	714,312	(714,312)	-	4,409	-
<b>Total Debt Service Funds</b>	<b>552,408</b>	<b>1,192,523</b>	<b>(1,268,001)</b>	<b>-</b>	<b>476,930</b>	<b>(75,478)</b>	<b>476,930</b>	<b>1,258,612</b>	<b>(1,329,539)</b>	<b>-</b>	<b>406,004</b>	<b>(70,927)</b>
<b>CAPITAL PROJECTS</b>												
51 Capital Projects - Grants	78,202	451,345	(1,104,507)	599,015	24,055	(54,147)	24,055	1,511,590	(2,239,249)	709,001	5,397	(18,658)
52 Capital Projects - Storm Recovery	(902,311)	467,371	(34,654)	470,000	406	902,717	406	-	-	-	406	-
53 Capital Projects - Town	(229,101)	-	(914,484)	1,153,200	9,615	238,716	9,615	225,000	(795,000)	583,200	22,815	13,200
<b>Total Capital Projects Funds</b>	<b>(1,053,210)</b>	<b>918,716</b>	<b>(2,053,645)</b>	<b>2,222,215</b>	<b>34,076</b>	<b>1,087,286</b>	<b>34,076</b>	<b>1,736,590</b>	<b>(3,034,249)</b>	<b>1,292,201</b>	<b>28,618</b>	<b>(5,458)</b>
									0.5246			
<b>FIDUCIARY FUNDS</b>												
73 Open Space	58,178	3,256	(12,526)	526	49,434	(8,744)	49,434	2,000	(4,000)	4,000	51,434	2,000
<b>Total Fiduciary Funds</b>	<b>58,178</b>	<b>3,256</b>	<b>(12,526)</b>	<b>526</b>	<b>49,434</b>	<b>(8,744)</b>	<b>49,434</b>	<b>2,000</b>	<b>(4,000)</b>	<b>4,000</b>	<b>51,434</b>	<b>2,000</b>
<b>TOTALS</b>	<b>8,269,224</b>	<b>16,245,621</b>	<b>(16,432,904)</b>	<b>-</b>	<b>8,081,941</b>	<b>(187,284)</b>	<b>8,081,940</b>	<b>17,206,501</b>	<b>(19,309,865)</b>	<b>-</b>	<b>5,978,576</b>	<b>(2,103,364)</b>





# Town of Fairfax

## 2024-25 Operating Budget

# INTERFUND TRANSFERS

SUMMARY ALL FUNDS	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT

**TRANSFERS TO:**

01 General Fund	3,270,000	3,785,000	3,376,800	3,871,800	3,921,800
03 Equipment Replacement	100,000	125,000	100,000	100,000	100,000
05 Communications Fund	90,000	125,000	125,000	125,000	125,000
08 Office Equipment Replacement	80,000	80,000	30,000	30,000	-
12 Fairfax Festival	-	-	-	-	-
51 CIP - Grants	233,751	247,502	493,294	599,015	619,001
52 CIP - Storm	-	178,352	170,000	470,000	-
53 CIP - Town	520,000	101,137	1,363,200	1,153,200	583,200
73 Open Space	3,319	3,571	4,000	526	4,000
	<b>4,297,070</b>	<b>4,645,562</b>	<b>5,662,294</b>	<b>6,349,541</b>	<b>5,353,001</b>

**TRANSFERS FROM:**

01 General Fund	588,319	598,464	1,277,063	1,715,526	594,000
04 Building & Planning	500,000	800,000	600,000	800,000	750,000
06 Retirement Fund	1,800,000	2,000,000	1,700,000	2,000,000	2,000,000
07 Special Police Services	190,000	190,000	200,000	200,000	250,000
12 Fairfax Festival	5,000	-	5,000	-	-
20 Measure F - Municipal Services Tax	725,000	699,353	790,000	790,000	790,000
21 Gas Tax	478,347	184,039	405,000	405,000	518,770
22 Measure A/AA - Transportation	-	153,706	535,000	255,001	300,000
23 Measure A - Parks	10,404	20,000	150,231	6,300	150,231
25 Federal Stimulus				177,714	
	<b>4,297,070</b>	<b>4,645,562</b>	<b>5,662,294</b>	<b>6,349,541</b>	<b>5,353,001</b>
	-	-	-	-	-

<b>NOTES:</b>
See Fund sheets for detail of transfers



**Town of Fairfax**  
2024-25 Operating Budget

**GENERAL FUND**

REVENUE BUDGET COMPARISON		FY 2023-24 ADOPTED	FY 2024-25 DRAFT	BUDGET DIFFERENCE	
				▲\$	▲%
01-010-101	Property Taxes - Secured	3,450,000	3,750,831	300,831	8.7%
01-010-102	Property Taxes - Unsecured	65,000	70,000	5,000	7.7%
01-010-103	Property Taxes - Prior	5,000	5,000	-	0.0%
01-010-104	Real Estate Transfer Tax	70,000	50,000	(20,000)	-28.6%
01-010-110	Supplemental Property Taxes	100,000	100,000	-	0.0%
01-010-112	ERAF Excess Distribution	625,000	670,000	45,000	7.2%
01-010-113	Storm Run-Off Fee	53,200	53,200	-	0.0%
01-010-xxx	MWPA Wildfire Tax	104,710	104,710	-	0.0%
01-010-117	Property Tax In-Lieu of VLF	900,000	900,000	-	0.0%
<b>Total Property Taxes</b>		<b>5,372,910</b>	<b>5,703,741</b>	<b>330,831</b>	<b>6.2%</b>
01-010-106	Sales Tax ("Bradley Burns")	800,000	894,000	94,000	11.8%
01-010-111	1/2 cent Sales Tax - Prop. 172	123,690	120,000	(3,690)	-3.0%
01-010-118	3/4 cent Sales Tax - Measure C	1,044,000	1,088,000	44,000	4.2%
01-010-118	1/2 cent Sales Tax - Measure D	-	-	-	-
<b>Total Sales Taxes</b>		<b>1,967,690</b>	<b>2,102,000</b>	<b>134,310</b>	<b>6.8%</b>
01-010-108	Utility Users Tax - Telecom	60,000	60,000	-	0.0%
01-010-109	Utility Users Tax - Energy	300,000	360,000	60,000	20.0%
01-010-114	Hotel Users Tax	18,000	43,000	25,000	138.9%
<b>Total User Taxes</b>		<b>378,000</b>	<b>463,000</b>	<b>85,000</b>	<b>22.5%</b>
01-020-201	Garbage	260,000	265,000	5,000	1.9%
01-020-202	Gas & Electric	80,000	85,000	5,000	6.3%
01-020-203	Cable	128,477	126,000	(2,477)	-1.9%
<b>Total Franchise Fees</b>		<b>468,477</b>	<b>476,000</b>	<b>7,523</b>	<b>1.6%</b>
<b>01 - GENERAL FUND TAXES &amp; FEES</b>		<b>8,187,077</b>	<b>8,744,741</b>	<b>557,664</b>	<b>6.8%</b>



# Town of Fairfax

## 2024-25 Operating Budget

# GENERAL FUND

REVENUE BUDGET COMPARISON		FY 2023-24 ADOPTED	FY 2024-25 DRAFT	BUDGET DIFFERENCE	
				▲\$	▲%
01-030-301	Business Licenses	100,000	125,000	25,000	25.0%
01-040-401	Vehicle Code Fines	20,000	12,000	(8,000)	-40.0%
01-040-402	Parking & Other Fines	60,000	35,000	(25,000)	-41.7%
<b>Total Fines &amp; Licenses</b>		<b>180,000</b>	<b>172,000</b>	<b>(8,000)</b>	<b>-4.4%</b>
01-050-501	Rents - Women's Club and Other	10,000	15,000	5,000	50.0%
01-050-504	Rents - Pavilion weddings etc	2,000	0	(2,000)	-100.0%
01-050-506	Rents - Pavilion - Other	2,000	2,500	500	25.0%
01-050-507	Janitor.Maint fees	200	3,000	2,800	1400.0%
<b>Total Rental &amp; Maintenance Fees</b>		<b>14,200</b>	<b>20,500</b>	<b>6,300</b>	<b>44.4%</b>
01-050-500	Interest Earnings - Bank	1,300	1,300	-	0.0%
01-050-502	Interest Earnings - LAIF	120,000	250,000	130,000	108.3%
<b>Total Investment Earnings</b>		<b>121,300</b>	<b>251,300</b>	<b>130,000</b>	<b>107.2%</b>
01-060-602	Motor Vehicle License Fees	0	-	-	-
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	12,450	12,600	150	1.2%
01-060-614	State Aid	0	0	-	-
01-060-615	Police Training Reimbursement (POST)	9,000	7,000	(2,000)	-22.2%
01-060-xxx	Planning/Public Works Grants	0	85,000	85,000	-
01-060-699	Other & Miscellaneous Revenues & WC	15,000	15,000	-	0.0%
01-070-702	Environmental Grants	81,000	30,000	(51,000)	-63.0%
<b>Total Revenues From Other Agencies</b>		<b>117,450</b>	<b>149,600</b>	<b>32,150</b>	<b>27.4%</b>
01-080-802	Sale Of Maps & Publications/Copies	1,500	1,500	-	0.0%
01-080-803	Special Police Services (includes booking fees)	6,820	7,000	180	2.6%
01-080-804	Police Dispatch Services	127,000	127,000	-	0.0%
01-080-814	Miscellaneous - General	17,000	17,000	-	0.0%
01-080-903	General Recreation	4,000	4,000	-	0.0%
01-090-508	Recreation Rentals	6,000	6,000	-	0.0%
01-090-790	Recreation Fundraising	14,000	14,000	-	0.0%
01-090-822	Recreation Summer Camp Fees	15,420	15,000	(420)	-2.7%
01-090-904	Recreation Classes & Partnerships	40,000	50,000	10,000	25.0%
<b>Total Charges For Current Services</b>		<b>231,740</b>	<b>241,500</b>	<b>9,760</b>	<b>4.2%</b>
				-	
01 - GENERAL FUND TAXES & FEES		8,187,077	8,744,741	557,664	6.8%
<b>01 - GENERAL FUND TOTAL</b>		<b>8,851,767</b>	<b>9,579,641</b>	<b>727,874</b>	<b>8.2%</b>



# Town of Fairfax

## 2024-25 Operating Budget

# GENERAL FUND

APPROPRIATIONS BUDGET COMPARISON	FY 2023-24	FY 2024-25	BUDGET DIFFERENCE	
	ADOPTED	DRAFT	▲\$	▲%
111 Town Council	29,019	29,359	340	1.2%
112 Town Treasurer	4,475	4,069	(406)	-9.1%
116 Independent Auditor	66,338	66,600	262	0.4%
121 Town Attorney	325,000	389,000	64,000	19.7%
<b>Total Town Council</b>	<b>424,832</b>	<b>489,028</b>	<b>64,196</b>	<b>15.1%</b>
211 Town Manager	274,142	298,481	24,339	8.9%
221 Town Clerk	367,745	367,515	(229)	-0.1%
222 Elections	-	12,000	12,000	
231 Personnel	196,712	200,095	3,382	1.7%
241 Finance	405,563	445,351	39,788	9.8%
<b>Total General Administration</b>	<b>1,244,162</b>	<b>1,323,441</b>	<b>79,280</b>	<b>6.4%</b>
311 Planning	1,045,728	1,058,858	13,130	1.3%
321 Building Inspection & Permits	262,335	375,238	112,903	43.0%
<b>Total Development Services</b>	<b>1,308,063</b>	<b>1,434,096</b>	<b>126,034</b>	<b>9.6%</b>
411 Police	4,276,678	4,695,876	419,198	9.8%
418 Disaster Preparedness	24,000	14,138	(9,862)	-41.1%
421 Ross Valley Fire Service	2,954,275	3,368,014	413,739	14.0%
<b>Total Public Safety</b>	<b>7,254,953</b>	<b>8,078,028</b>	<b>823,075</b>	<b>11.3%</b>
510 Public Works Administration	368,468	372,831	4,363	1.2%
511 Street Maintenance	521,957	593,659	71,702	13.7%
512 Street Lighting & Traffic Signals	125,000	180,000	55,000	44.0%
514 Climate & Environment	262,106	193,175	(68,930)	-26.3%
<b>Total Public Works</b>	<b>2,299,920</b>	<b>1,339,666</b>	<b>62,135</b>	<b>2.7%</b>
616 Community Services	44,056	45,301	1,245	2.8%
617 Recreation	75,955	96,243	20,288	26.7%
621 Fairfax Recreation	122,227	124,069	1,843	1.5%
622 Summer Camps	13,642	23,347	9,706	71.1%
<b>Total Recreation &amp; Community Services</b>	<b>255,879</b>	<b>288,961</b>	<b>33,082</b>	<b>12.9%</b>
611 Park Maintenance	281,055	303,734	22,679	8.1%
625 Rental Facilities-WC & Ballfield	71,664	86,200	14,536	20.3%
911 Building Maintenance	-	-		
<b>Total Parks &amp; Facility Maintenance</b>	<b>352,720</b>	<b>389,934</b>	<b>37,215</b>	<b>10.6%</b>
715 Non Departmental	1,260,695	1,118,623	(142,072)	-11.3%
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>13,378,835</b>	<b>14,461,778</b>	<b>1,082,943</b>	<b>8.1%</b>



# Town of Fairfax

2024-25 Operating Budget

## GENERAL FUND - FUNCTIONAL REVENUES

### PROGRAM REVENUES

STATEMENT OF ACTIVITIES	FY 2024-25	FUND 1,3,5	FUND 4	FUND 6	FUND 7	FUND 20	FUND 21	NET
	DRAFT	FINES/FEES	BLDG & PLAN	RETIREMENT	COPS	MEAS F	GAS TAX	EXPENSE

**GOVERNMENT ACTIVITIES:**

100 TOWN COUNCIL	489,028			2,760				(486,268)
200 GENERAL ADMINISTRATION	1,360,941			94,718				(1,266,223)
300 DEVELOPMENT SERVICES	1,434,096		740,900	144,367				(548,830)
411 POLICE	4,894,876	308,000		1,017,890	250,000	395,000		(2,923,986)
421 FIRE & DISASTER PREP	3,532,152			592,557		292,300		(2,647,295)
500 PUBLIC WORKS	1,210,490			78,962			195,000	(936,529)
514 CLIMATE & ENVIRONMENT	193,175	30,000		9,742				(153,433)
600 RECREATION & COMMUNITY SERVICES	288,961			26,828		39,500		(222,633)
600 PARKS & FACILITY MAINTENANCE	389,934	89,000		30,631				(270,303)
700 NON DEPARTMENTAL	1,118,623			126,786				(991,837)
<b>SUBTOTAL APPROPRIATIONS</b>	<b>14,912,278</b>	<b>427,000</b>	<b>740,900</b>	<b>2,125,242</b>	<b>250,000</b>	<b>726,800</b>	<b>195,000</b>	<b>(10,447,336)</b>

**GENERAL REVENUES**

PROPERTY TAXES	5,703,741
SALES TAXES	1,982,000
USER FEES (UUT/TOT)	463,000
FRANCHISE FEES	476,000
FINES & LICENSES	125,000
RENTS & INTEREST	271,800
REVENUES FROM OTHER AGENCIES	112,600
CHARGES FOR CURRENT SERVICES	18,500
<b>TOTAL GENERAL REVENUES</b>	<b>9,152,641</b>

**NET TRANSFERS**

CIP FUNDS & OPEN SPACE	369,000
CHANGE TO NET POSITION	(1,663,695)
NET POSITION - BEGINNING	5,370,512
NET POSITION - ENDING	<u>3,706,818</u>



**Town of Fairfax**  
2024-25 Operating Budget

**APPROPRIATIONS - ALL FUNDS**

<b>FUND SUMMARY</b>	<b>General Government</b>	<b>Development Services</b>	<b>Public Safety</b>	<b>Public Works &amp; Streets</b>	<b>Parks/Rec &amp; Facility</b>	<b>Non Departmental</b>	<b>FY 2023-24 ADOPTED</b>
5/3/24 11:35 AM							
<b>GENERAL FUNDS</b>							
01 General Fund	1,812,469	1,434,096	8,078,028	1,339,666	678,895	1,118,623	14,461,778
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	169,000	-	-	-	169,000
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	197,000	197,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	37,500	-	-	-	-	-	37,500
<b>Total General Funds</b>	<b>1,849,969</b>	<b>1,434,096</b>	<b>8,247,028</b>	<b>1,339,666</b>	<b>678,895</b>	<b>1,315,623</b>	<b>14,865,278</b>
<b>SPECIAL REVENUE FUNDS</b>							
07 Special Police Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	76,800	-	76,800
20 Measure F - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>76,800</b>	<b>-</b>	<b>76,800</b>
<b>DEBT SERVICE FUNDS</b>							
43-45 Measure K - Debt Service	-	-	-	615,227	-	-	615,227
48 Lease Agreement	-	-	-	-	-	714,312	714,312
<b>Total Debt Service Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>615,227</b>	<b>-</b>	<b>714,312</b>	<b>1,329,539</b>
<b>CAPITAL PROJECTS</b>							
51 Capital Projects - Grants	-	-	-	2,239,249	-	-	2,239,249
52 Disaster Fund	-	-	-	-	-	-	-
53 Capital Projects - Town	-	-	-	795,000	-	-	795,000
<b>Total Capital Projects Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,034,249</b>	<b>-</b>	<b>-</b>	<b>3,034,249</b>
<b>FIDUCIARY FUNDS</b>							
73 Open Space	-	-	-	-	4,000	-	4,000
<b>Total Fiduciary Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>
<b>TOTAL APPROPRIATIONS - ALL FUNDS</b>	<b>1,849,969</b>	<b>1,434,096</b>	<b>8,247,028</b>	<b>4,989,141</b>	<b>759,695</b>	<b>2,029,935</b>	<b>19,309,865</b>
Percent of Total Appropriations (with CIP)	9.6%	7.4%	42.7%	25.8%	3.9%	10.5%	100.0%
Percent of Total Appropriations (NO CIP)	11.4%	8.8%	50.7%	30.7%	4.7%	12.5%	84.3%



# Town of Fairfax

## 2024-25 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".

<b>FUND SUMMARY</b>	<b>FY 2021-22</b> Actual	<b>FY 2022-23</b> Actual	<b>FY 2023-24</b> ADOPTED	<b>FY 2023-24</b> Projected	<b>FY 2024-25</b> DRAFT
<b>BEGINNING FUND BAL</b>	4,366,296	4,682,368		4,663,127	3,564,659
<b>REVENUES</b>					
PROPERTY TAXES	5,235,268	5,471,214	5,372,910	5,713,008	5,703,741
SALES TAXES	2,037,809	2,018,620	1,967,690	2,037,300	2,102,000
USER FEES (UUT/TOT)	430,200	470,091	378,000	438,547	463,000
FRANCHISE FEES	457,184	472,843	468,477	466,267	476,000
FINES & LICENSES	171,219	172,888	180,000	156,807	172,000
RENTS & INTEREST	44,918	178,428	135,500	262,671	271,800
REVENUES FROM OTHER AGENCIES	58,191	87,417	117,450	193,544	149,600
CHARGES FOR CURRENT SERVICES	141,332	181,754	231,740	243,900	241,500
<b>SUBTOTAL REVENUES</b>	<b>8,576,122</b>	<b>9,053,254</b>	<b>8,851,767</b>	<b>9,512,044</b>	<b>9,579,641</b>
<b>APPROPRIATIONS</b>					
100 TOWN COUNCIL	548,768	393,796	424,832	541,031	489,028
200 GENERAL ADMINISTRATION	895,505	1,021,460	1,244,162	1,212,778	1,323,441
300 DEVELOPMENT SERVICES	949,401	1,382,477	1,308,063	1,252,460	1,434,096
400 PUBLIC SAFETY	6,170,757	6,610,589	7,254,953	7,099,624	8,078,028
500 PUBLIC WORKS	941,132	1,282,340	1,277,531	1,022,389	1,339,666
600 RECREATION & COMMUNITY SERVICES	310,987	273,387	255,879	258,731	288,961
600 PARKS & FACILITY MAINTENANCE	344,776	363,140	352,720	376,403	389,934
700 NON DEPARTMENTAL	780,406	931,841	1,260,695	1,003,368	1,118,623
<b>SUBTOTAL APPROPRIATIONS</b>	<b>10,941,731</b>	<b>12,259,030</b>	<b>13,378,835</b>	<b>12,766,786</b>	<b>14,461,778</b>
<b>TRANSFERS</b>					
TRANSFERS TO 01-GENERAL FUND	3,270,000	3,785,000	3,376,800	3,871,800	3,921,800
TRANSFERS FROM 01-GENERAL FUND	(588,319)	(598,464)	(1,277,063)	(1,715,526)	(594,000)
<b>SUBTOTAL TRANSFER</b>	<b>2,681,681</b>	<b>3,186,536</b>	<b>2,099,737</b>	<b>2,156,274</b>	<b>3,327,800</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>316,072</b>	<b>(19,240)</b>	<b>(2,427,331)</b>	<b>(1,098,468)</b>	<b>(1,554,336)</b>
<b>ENDING FUND BAL</b>	4,682,368	4,663,127		3,564,659	2,010,323
<b>COMPONENTS OF FUND BALANCE:</b>					
Undesignated	4,682,368	4,663,127		3,564,659	2,010,323

NOTES:



# Town of Fairfax

## 2024-25 Operating Budget

# GENERAL FUND

The Town's General Fund accounts for all unrestricted revenues and pays for the day-to-day operating costs of traditional municipal services like police, fire, planning, public works maintenance and administrative support services.

REVENUE DETAIL		FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
01-010-101	Property Taxes - Secured	3,121,562	3,332,217	3,450,000	3,610,387	3,750,831
01-010-102	Property Taxes - Unsecured	50,177	63,525	65,000	103,938	70,000
01-010-103	Property Taxes - Prior	10,232	2,983	5,000	7,061	5,000
01-010-104	Real Estate Transfer Tax	95,099	75,187	70,000	43,830	50,000
01-010-110	Supplemental Property Taxes	107,569	127,942	100,000	62,816	100,000
01-010-112	ERAF Excess Distribution	690,674	654,883	625,000	665,386	670,000
01-010-113	Storm Run-Off Fee	53,612	53,544	53,200	53,200	53,200
01-010-119	MWPA Wildfire Tax	196,013	191,924	104,710	125,023	104,710
01-010-117	Property Tax In-Lieu of VLF	910,329	969,009	900,000	1,041,367	900,000
	<b>Total Property Taxes</b>	<b>5,235,268</b>	<b>5,471,214</b>	<b>5,372,910</b>	<b>5,713,008</b>	<b>5,703,741</b>
01-010-106	Sales Tax ("Bradley Burns")	863,204	869,766	800,000	868,000	894,000
01-010-111	1/2 cent Sales Tax - Prop. 172	84,043	84,235	123,690	116,300	120,000
01-010-118	3/4 cent Sales Tax - Measure C	1,090,561	1,064,620	1,044,000	1,053,000	1,088,000
	<b>Total Sales Taxes</b>	<b>2,037,809</b>	<b>2,018,620</b>	<b>1,967,690</b>	<b>2,037,300</b>	<b>2,102,000</b>
01-010-108	Utility Users Tax - Telecom	57,363	45,117	60,000	61,599	60,000
01-010-109	Utility Users Tax - Energy	355,008	408,048	300,000	360,000	360,000
01-010-114	Hotel Users Tax	17,830	16,926	18,000	16,948	43,000
	<b>Total User Taxes</b>	<b>430,200</b>	<b>470,091</b>	<b>378,000</b>	<b>438,547</b>	<b>463,000</b>
01-020-201	Garbage	251,337	266,027	260,000	258,537	265,000
01-020-202	Gas & Electric	79,652	91,290	80,000	82,730	85,000
01-020-203	Cable	126,196	115,526	128,477	125,000	126,000
	<b>Total Franchise Fees</b>	<b>457,184</b>	<b>472,843</b>	<b>468,477</b>	<b>466,267</b>	<b>476,000</b>
<b>01 - GENERAL FUND TAXES &amp; FEES</b>		<b>8,160,461</b>	<b>8,432,768</b>	<b>8,187,077</b>	<b>8,655,122</b>	<b>8,744,741</b>

**NOTES:**

**Secured & Unsecured Property Taxes** - Homes, businesses, and other taxable real and personal property are subject to levy of property taxes. The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. Property tax is the biggest revenue source for the General Fund. Includes Marin Wildfire Prevention Authority (MWPA) tax of \$104,710 for local efforts.

**Real Estate Transfer Tax** - The city levies a \$0.55 fee for each \$1,000 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. Estimates are based on historical experience.

**Sales taxes** are the General Fund's second largest revenue source. The Town's 1% Bradley Burns Sales Tax is levied on all merchandise. These funds are received directly from the State on a monthly basis. Measure D is the five year 1/2 cent sales tax passed in November, 2012 and expired April 2017. Measure C is the 10 yr renewal and increase of the add-on sales tax from 1/2 cent to 3/4 cent. Revenue estimates are based on projections from Avenu, the Town's sales tax consultant.

**Franchise Fees - Garbage, Gas & Electric, Cable:** The Town receives franchise fees from various public utilities and other corporations who furnish gas, electric, water, Cable TV, refuse or similar services to citizens living within town boundaries.





**Town of Fairfax**  
2024-25 Operating Budget

**GENERAL FUND**

REVENUE DETAIL	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	
	Actual	Actual	ADOPTED	Projected	DRAFT	
01-030-301 Business Licenses	102,108	132,071	100,000	120,250	125,000	25,000
01-040-401 Vehicle Code Fines	21,739	12,664	20,000	3,751	12,000	(8,000)
01-040-402 Parking & Other Fines	47,372	28,153	60,000	32,806	35,000	(25,000)
<b>Total Fines &amp; Licenses</b>	<b>171,219</b>	<b>172,888</b>	<b>180,000</b>	<b>156,807</b>	<b>172,000</b>	<b>(8,000)</b>
01-050-501 Rents - Women's Club and Other	10,597	13,814	10,000	15,159	15,000	5,000
01-050-504 Rents - Pavilion weddings etc	0	0	2,000	0	0	(2,000)
01-050-506 Rents - Pavilion - Other	6,155	7,810	2,000	2,460	2,500	500
01-050-507 Janitor.Maint fees	200	2,220	200	2,813	3,000	2,800
<b>Total Rental &amp; Maintenance Fees</b>	<b>16,952</b>	<b>23,844</b>	<b>14,200</b>	<b>20,432</b>	<b>20,500</b>	<b>6,300</b>
01-050-500 Interest Earnings - Bank	0	0	1,300	1,300	1,300	0
01-050-502 Interest Earnings - LAIF	27,966	154,584	120,000	240,939	250,000	130,000
<b>Total Investment Earnings</b>	<b>27,966</b>	<b>154,584</b>	<b>121,300</b>	<b>242,239</b>	<b>251,300</b>	<b>130,000</b>
01-060-607 Homeowner's Property Tax Rebates (HOPTR)	12,664	12,579	12,450	12,450	12,600	150
01-060-614 State Aid	160	33	-	0	-	0
01-060-615 Police Training Reimbursement (POST)	4,262	3,661	9,000	2,094	7,000	(2,000)
01-060-619 Planning/Public Works Grants	-	20,000	-	160,000	85,000	85,000
01-060-699 Other & Miscellaneous Revenues & WC	8,242	22,309	15,000	15,000	15,000	0
01-070-702 Environmental Grants (e.g., ZWM, CalRecycle)	32,863	28,835	81,000	4,000	30,000	(51,000)
<b>Total Revenues From Other Agencies</b>	<b>58,191</b>	<b>87,417</b>	<b>117,450</b>	<b>193,544</b>	<b>149,600</b>	<b>32,150</b>
01-080-802 Sale Of Maps & Publications/Copies	2,053	1,011	1,500	1,500	1,500	0
01-080-803 Special Police Services (includes booking fees)	5,883	6,579	6,820	6,820	7,000	180
01-080-804 Police Dispatch Services	56,000	114,000	127,000	127,000	127,000	0
01-080-814 Miscellaneous - General	7,110	11,227	17,000	17,000	17,000	0
01-080-903 General Recreation	0	275	4,000	4,000	4,000	0
01-090-508 Recreation Rentals	165	3,620	6,000	6,000	6,000	0
01-090-790 Recreation Fundraising	3,586	1,400	14,000	14,000	14,000	0
01-090-822 Recreation Summer Camp Fees	(602)	(3,227)	15,420	15,420	15,000	(420)
01-090-904 Recreation Classes & Partnerships	67,137	46,869	40,000	52,160	50,000	10,000
<b>Total Charges For Current Services</b>	<b>141,332</b>	<b>181,754</b>	<b>231,740</b>	<b>243,900</b>	<b>241,500</b>	<b>9,760</b>
<b>01 - GENERAL FUND TAXES &amp; FEES</b>	<b>8,160,461</b>	<b>8,432,768</b>	<b>8,187,077</b>	<b>8,655,122</b>	<b>8,744,741</b>	<b>557,664</b>
<b>01 - GENERAL FUND TOTAL</b>	<b>8,576,122</b>	<b>9,053,254</b>	<b>8,851,767</b>	<b>9,512,044</b>	<b>9,579,641</b>	<b>727,874</b>

105.1%

**Business Licenses** - For the privilege of doing business within Town Limits, all businesses are assessed a business license fee in accordance with Municipal Code. The Town charges business license tax in accordance with the provisions of Government Code 37101.

**Police Dispatch Services** - The Town provides dispatch services to the Town of Ross and the College of Marin under an Intergovernmental Service Sharing agreement.



# Town of Fairfax

## 2024-25 Operating Budget

# GENERAL FUND

APPROPRIATIONS SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT
111 Town Council	28,177	32,097	29,019	40,401	29,359
112 Town Treasurer	3,718	4,197	4,475	4,080	4,069
116 Independent Auditor	59,103	55,187	66,338	63,338	66,600
121 Town Attorney	457,771	302,315	325,000	433,212	389,000
<b>Total Town Council</b>	<b>548,768</b>	<b>393,796</b>	<b>424,832</b>	<b>541,031</b>	<b>489,028</b>
211 Town Manager	222,550	240,893	274,142	285,908	298,481
221 Town Clerk	201,535	284,367	367,745	341,059	367,515
222 Elections	-	7,800	-	811	12,000
231 Personnel	125,094	125,094	196,712	214,835	200,095
241 Finance	346,326	363,306	405,563	370,165	445,351
<b>Total General Administration</b>	<b>895,505</b>	<b>1,021,460</b>	<b>1,244,162</b>	<b>1,212,778</b>	<b>1,323,441</b>
311 Planning	711,132	1,144,208	1,045,728	957,601	1,058,858
321 Building Inspection & Permits	238,269	238,269	262,335	294,859	375,238
<b>Total Development Services</b>	<b>949,401</b>	<b>1,382,477</b>	<b>1,308,063</b>	<b>1,252,460</b>	<b>1,434,096</b>
411 Police	3,295,817	3,872,103	4,276,678	3,986,722	4,695,876
418 Disaster Preparedness	140,225	3,770	24,000	9,874	14,138
421 Ross Valley Fire Service	2,734,716	2,734,716	2,954,275	3,103,028	3,368,014
<b>Total Public Safety</b>	<b>6,170,757</b>	<b>6,610,589</b>	<b>7,254,953</b>	<b>7,099,624</b>	<b>8,078,028</b>
510 Public Works Administration	396,832	480,737	368,468	345,937	372,831
511 Street Maintenance	424,801	483,460	521,957	426,026	593,659
512 Street Lighting & Traffic Signals	119,499	185,072	125,000	151,503	180,000
514 Climate & Environment	-	133,071	262,106	98,923	193,175
<b>Total Public Works</b>	<b>941,132</b>	<b>1,282,340</b>	<b>1,277,531</b>	<b>1,022,389</b>	<b>1,339,666</b>
616 Community Services	37,329	57,497	44,056	41,564	45,301
617 Recreation	64,412	69,057	75,955	71,242	96,243
621 Fairfax Recreation	200,705	135,414	122,227	135,563	124,069
622 Summer Camps	8,541	11,419	13,642	10,362	23,347
<b>Total Recreation &amp; Community Services</b>	<b>310,987</b>	<b>273,387</b>	<b>255,879</b>	<b>258,731</b>	<b>288,961</b>
611 Park Maintenance	268,723	287,087	281,055	309,420	303,734
625 Rental Facilities-WC & Ballfield	76,053	76,053	71,664	66,983	86,200
911 Building Maintenance	(0)	(0)	-	-	-
<b>Total Parks &amp; Facility Maintenance</b>	<b>344,776</b>	<b>363,140</b>	<b>352,720</b>	<b>376,403</b>	<b>389,934</b>
715 Non Departmental	780,406	931,841	1,260,695	1,003,368	1,118,623
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>10,941,731</b>	<b>12,259,030</b>	<b>13,378,835</b>	<b>12,766,786</b>	<b>14,461,778</b>

**GENERAL FUND**

<b>APPROPRIATIONS by Object</b>	<b>Salaries &amp; Wages</b>	<b>Benefits &amp; Payroll Cost</b>	<b>Retirement</b>	<b>Professional Services</b>	<b>Supplies &amp; Tools</b>	<b>Other Operating</b>	<b>FY 2024-25 DRAFT</b>
111 Town Council	18,000	1,056	2,851	2,426	100	4,926	29,359
112 Town Treasurer	3,600	181	288	-	-	-	4,069
116 Independent Auditor	-	-	-	66,600	-	-	66,600
121 Town Attorney	-	-	-	389,000	-	-	389,000
<b>10 Total Town Council</b>	<b>21,600</b>	<b>1,237</b>	<b>3,139</b>	<b>458,026</b>	<b>100</b>	<b>4,926</b>	<b>489,028</b>
211 Town Manager	191,620	51,896	28,194	5,000	700	21,070	298,481
221 Town Clerk	259,521	55,046	19,980	23,900	300	8,768	367,515
222 Elections	-	-	-	12,000	-	-	12,000
231 Personnel	111,858	28,313	8,524	51,000	400	-	200,095
241 Finance	246,731	73,515	33,088	75,000	3,000	14,016	445,351
<b>20 Total General Administration</b>	<b>809,730</b>	<b>208,771</b>	<b>89,786</b>	<b>166,900</b>	<b>4,400</b>	<b>43,855</b>	<b>1,323,441</b>
311 Planning	520,894	131,155	100,071	270,538	3,859	32,342	1,058,858
321 Building Inspection & Permits	163,756	48,419	42,774	105,000	1,200	14,089	375,238
<b>30 Total Development Services</b>	<b>684,650</b>	<b>179,574</b>	<b>142,845</b>	<b>375,538</b>	<b>5,059</b>	<b>46,431</b>	<b>1,434,096</b>
411 Police	2,298,052	947,192	1,017,893	70,000	16,000	346,739	4,695,876
418 Disaster Preparedness	-	-	-	-	116	14,023	14,138
421 Ross Valley Fire Service	-	-	-	3,368,014	-	-	3,368,014
<b>40 Total Public Safety</b>	<b>2,298,052</b>	<b>947,192</b>	<b>1,017,893</b>	<b>3,438,014</b>	<b>16,116</b>	<b>360,762</b>	<b>8,078,028</b>
510 Public Works Administration	182,400	43,974	32,347	68,000	1,374	44,736	372,831
511 Street Maintenance	183,665	63,289	44,080	215,000	35,500	52,125	593,659
512 Street Lighting & Traffic Signals	-	-	-	60,000	-	120,000	180,000
514 Climate & Environment	38,854	25,629	9,206	117,487	1,000	1,000	193,175
<b>50 Total Public Works</b>	<b>404,919</b>	<b>132,892</b>	<b>85,633</b>	<b>460,487</b>	<b>37,874</b>	<b>217,861</b>	<b>1,339,666</b>
616 Community Services	28,522	5,259	4,370	-	5,551	1,599	45,301
617 Recreation	61,995	5,359	13,889	10,000	-	5,000	96,243
621 Fairfax Recreation	50,496	3,943	4,131	31,000	4,000	30,500	124,069
622 Summer Camps	11,468	720	160	9,000	2,000	0	23,347
<b>60 Total Recreation &amp; Community Services</b>	<b>152,481</b>	<b>15,280</b>	<b>22,550</b>	<b>50,000</b>	<b>11,551</b>	<b>37,099</b>	<b>288,961</b>
611 Park Maintenance	130,165	60,403	29,127	40,000	14,500	29,538	303,734
625 Rental Facilities-WC & Ballfield	18,642	10,374	1,525	6,000	2,000	47,659	86,200
911 Building Maintenance	-	-	-	75,000	7,500	(82,500)	-
<b>61 Total Parks &amp; Facility Maintenance</b>	<b>148,807</b>	<b>70,777</b>	<b>30,652</b>	<b>121,000</b>	<b>24,000</b>	<b>(5,303)</b>	<b>389,934</b>
715 Non Departmental	-	107,732	-	260,950	4,631	745,310	1,118,623
71	-	-	-	-	-	-	-
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>4,520,239</b>	<b>1,663,456</b>	<b>1,392,497</b>	<b>5,330,914</b>	<b>103,731</b>	<b>1,450,940</b>	<b>14,461,778</b>
	31.3%	11.5%	9.6%	36.9%	0.7%	10.0%	100.0%



# Town Manager

## About the Town Manager

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### **Town Governance Structure**

Fairfax operates under a Council-Manager form of government. The Town Manager collaborates closely with the five elected Town Council Members, who annually select a Mayor and Vice-Mayor from the Council Members.

### **Role and Responsibilities**

The Town Manager is responsible for the day-to-day operations of the Town government. The Town Manager executes policies enacted by the Town Council and prepares the annual budget for their approval. In addition to managing Town functions such as Police, Public Works, Finance, Planning and Building, and Recreation, the Town Manager participates in various joint power authorities (JPAs), including the Ross Valley Fire Department and the Marin Hazardous and Solid Waste JPA.

### **Functions**

The Town Manager oversees a wide range of responsibilities, including but not limited to managing Town services, representing Fairfax in regional decision-making bodies, and serving as the Town's Risk Manager, and Human Resources Manager.

### **Personnel**

- 1 Town Manager appointed by the Town Council
- .25 Administrative Support Staff

Total = 1.25 FTE benefited employees

## Town Manager Achievements

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### 1. **Leadership and Management:**

- Provided supervision for nine direct reports, including all department directors.
- Hired key personnel: Deputy Town Clerk, Planning Director, Housing Specialist, Public Works Maintenance Worker, and upgraded Assistant Planner to full time.

### 2. **Governance and Administration:**

- Assisted Council with the adoption of ordinances and resolutions.
- Oversaw day-to-day budget and expenditures.
- Reviewed or created more than 203 detailed staff reports at 24 Council Meetings.

### 3. **Policy and Program Implementation:**

- Spearheaded implementation of Town policies, procedures, and programs.
- Led shared services initiatives and participated in regional efforts to deliver Town services efficiently and effectively.

## Town Manager Goals & Objectives

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### 1. **Personnel Management and Staff Productivity:**

- Hire a Climate Action Coordinator and a Deputy Clerk/Assistant to the Town Manager.
- Continue organizational analysis, considering new technologies and space planning, to maximize staff productivity.

### 2. **Infrastructure Development:**

- Complete road maintenance and repair projects.
- Complete bridge projects scheduled for 2025 and 2026.

### 3. **Policy and Governance:**

- Update Council, Committee, and Personnel Policies and Practices to ensure compliance and efficiency.

### 4. **Strategic Support:**

- Support Council's Strategic Goals with analysis, implementation, and communication to ensure alignment and progress towards overall objectives.

## Adopted Town Council Goals

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### **Address Our Housing Needs**

Enhance housing affordability and stability through policies like the Housing Element, rent protections, and inclusionary zoning.

### **Climate Action and Decarbonization Leadership**

Commit to significant reductions in greenhouse gas emissions from transportation and buildings and improve waste management practices.

### **Disaster Preparedness and Resiliency**

Strengthen systems for emergency preparedness and improve infrastructure resilience against natural disasters.

### **Invest in Aging Infrastructure**

Prioritize the repair and maintenance of critical infrastructure, including roads, bridges, and public facilities.

### **Strengthen the Town Organization**

Focus on staff development, retention, and the incorporation of technology to improve service delivery.

### **Commitment to Diversity, Equity, and Inclusion (DEI)**

Enhance DEI practices across all town operations and community engagements.



# Town of Fairfax

## 2024-25 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 all programs and services it provides. 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 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

**PERSONNEL**

401 REGULAR SALARIES					
411 REG PART-TIME SALARIES					
415 ACCRUED LEAVE CASHOUT					
421 TEMP EMPLOYEES	17,250	18,764	18,000	18,000	18,000
492 WORKERS COMP	681	706	706	854	636
493 RETIREMENT	930	929	832	832	859
494 MEDICARE	226	255	236	236	241
496 PERS UAL/SIDEFUND	1,579	1,906	1,900	2,019	2,171
<b>SUBTOTAL PERSONNEL</b>	<b>20,666</b>	<b>22,559</b>	<b>21,674</b>	<b>21,941</b>	<b>21,907</b>

**OPERATING EXPENSES**

813 OFFICE SUPPLIES		72	105	-	100
815 PRINTING	98	-	105	4,624	100
822 PROFESSIONAL SERVICES	4,972	3,082	2,310	3,348	2,426
842 SPECIAL DEPT SUPPLIES	871	840	525	1,771	551
861 BUS.MEET/CONF.	1,047	5,531	2,775	4,447	2,775
862 DUES & SUBSCRIPTIONS	-	14	525	3,213	500
890 MISCELLANEOUS	523	-	1,000	1,058	1,000
<b>SUBTOTAL OPERATING</b>	<b>7,511</b>	<b>9,538</b>	<b>7,345</b>	<b>18,461</b>	<b>7,452</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>28,177</b>	<b>32,097</b>	<b>29,019</b>	<b>40,401</b>	<b>29,359</b>
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**Allocation of Positions:**

COUNCILMEMBERS/MAYOR	5.00	5.00	5.00	5.00	5.00
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**Total Full Time Equivalent Employees**

<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
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<b>NOTES:</b>	822 Includes State Lobbyist - Calif League of Cities
	861 LOCC - New Councilmember orientation / MCCMC events
	862 Zoom (for meetings)



# Town of Fairfax

## 2024-25 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.

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES		-		-	
411 REG PART-TIME SALARIES		-		-	
415 ACCRUED LEAVE CASHOUT		-		-	
421 TEMP EMPLOYEES	3,450	3,750	3,600	3,600	3,600
461 OVERTIME	-			-	-
491 HEALTH INSURANCE	-			-	-
492 WORKERS COMP	48	144	114	144	127
493 RETIREMENT	170	235	288	288	294
494 MEDICARE	51	68	48	48	48
495 FICA/PTS	-	-		-	
<b>SUBTOTAL PERSONNEL</b>	<b>3,718</b>	<b>4,197</b>	<b>4,050</b>	<b>4,080</b>	<b>4,069</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
711 OFFICE EQUIP MAINT.	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	-	-	-	-	-
801 WATER	-	-	-	-	-
804 TELEPHONE	-	-	-	-	-
811 POSTAGE	-	-	-	-	-
813 OFFICE SUPPLIES	-	-	100	-	-
815 PRINTING	-	-	-	-	-
822 PROFESSIONAL SERVICES	-	-	-	-	-
842 SPECIAL DEPT SUPPLIES	-	-	-	-	-
861 BUS.MEET/CONF.	-	-	125	-	-
862 DUES & SUBSCRIPTIONS	-	-	200	-	-
<b>SUBTOTAL OPERATING</b>	<b>-</b>	<b>-</b>	<b>425</b>	<b>-</b>	<b>-</b>

**TOTAL DEPARTMENT APPROPRIATION** 3,718 4,197 4,475 4,080 4,069

**Allocation of Positions:**

TOWN TREASURER 1.00 1.00 1.00 1.00 1.00

**Total Full Time Equivalent Employees** 1.00 1.00 1.00 1.00 1.00

**NOTES:**

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# Town Attorney

The Town has retained the municipal law firm of Best Best & Krieger (BBK) to provide Town Attorney services. One designated member of the law firm serves as the Town Attorney. The Town Attorney coordinates provision of the Town's legal services using law firm personnel.

## Department Achievements

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1. **Legal Drafting and Review:**
  - Drafted or reviewed/revised ordinances, resolutions, and staff reports.
  - Assisted with modifications to just cause eviction and rent stabilization ordinances.
2. **Legal Counsel and Advice:**
  - Provided assistance to the Town Manager and Staff in all Departments.
  - Provided advice to the Town Council and Planning Commission on legislative and adjudicatory matters.
  - Assisted with referendum and initiative measures.
  - Provided advice and assistance with employment law and pension matters.
3. **Legal Compliance and Updates:**
  - Responded to a record number of requests under the Public Records Act.
  - Provided updates on new laws and regulations.
4. **Litigation and Legal Representation:**
  - Handled litigation and threatened litigation against the Town.
  - Assisted with Housing Element and General Plan Update, including environmental review (CEQA).

## Department Goals & Objectives

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1. **Legal Code Compliance:**
  - Complete revisions to the Town Code to bring it into compliance with current law.
2. **General Plan and Zoning Support:**
  - Assist staff and consultants with the adoption of the General Plan Update, including necessary rezonings to implement the Update.
3. **Ongoing Assistance:**
  - Continue providing assistance with ongoing accomplishments, such as legal counsel to Town Manager and Staff, drafting and reviewing ordinances and resolutions, and providing updates on laws and regulations.
4. **Litigation and Representation:**
  - Continue providing representation for litigation matters involving the Town.
5. **Election Support:**
  - Aid with election issues, including initiatives or referendums, and preparation for the next General Municipal Election.



# Town of Fairfax

## 2024-25 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. Legal services are provided by Best, Best & Krieger (including Janet Coleson) in Walnut Creek.

### DEPARTMENT SUMMARY

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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#### PERSONNEL

401 REGULAR SALARIES			-	
411 REG PART-TIME SALARIES			-	
415 ACCRUED LEAVE CASHOUT			-	
421 TEMP EMPLOYEES			-	
461 OVERTIME			-	
491 HEALTH INSURANCE			-	
492 WORKERS COMP			-	
493 RETIREMENT			-	
494 MEDICARE			-	
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-

#### OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT			-	
711 OFFICE EQUIP MAINT.			-	
731 BLDG-GROUNDS MAINT.			-	
801 WATER			-	
804 TELEPHONE			-	
811 POSTAGE			-	
813 OFFICE SUPPLIES			-	
815 PRINTING			-	
821 OUTSIDE SERVICES	SEE NOTE 457,771	302,315	325,000	433,212
822 PROFESSIONAL SERVICES			-	389,000
842 SPECIAL DEPT SUPPLIES			-	
861 BUS.MEET/CONF.			-	
862 DUES & SUBSCRIPTIONS			-	
890 MISCELLANEOUS			-	
<b>SUBTOTAL OPERATING</b>	<b>457,771</b>	<b>302,315</b>	<b>325,000</b>	<b>433,212</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>457,771</b>	<b>302,315</b>	<b>325,000</b>	<b>433,212</b>	<b>389,000</b>
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#### Allocation of Positions:

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

821 Town Attorney duties included reviewing and responding to public records requests,; assisting the Planning Department in the absence of a permanent Planning Director; providing specialized assistance in employment and CalPERS issues; and other fields of legal specialty as required.



# Town Clerk & Elections Department

## About the Clerk's Office

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In the vibrant community of Fairfax, the Town Clerk holds a unique position as an elected official directly accountable to the voters. Mandated by Government Code, the Town Clerk's responsibilities encompass a diverse array of vital tasks essential to the smooth functioning of local governance.

From overseeing elections to accurate recording, publishing, and filing Town Council proceedings, the Town Clerk serves as the custodian of official records, ensuring transparency and accountability in government operations. Additionally, the Clerk plays a crucial role in authenticating official documents on behalf of the Town, maintaining the Town Code, and fulfilling public records requests.

Beyond these core duties, the Town Clerk/Elections Department shoulders the responsibility of managing various communication channels, including the Town website, newsletters, publications, and social media platforms. Additionally, the Clerk's Office supports the technology needs of employees with an integrated IT program; the department strives to foster robust engagement and connectivity within the community.

Comprising two dedicated staff members—the Town Clerk/Deputy Town Clerk/Assistant to the Town Manager and the Deputy Town Clerk/Administrative Analyst—the department operates with efficiency and professionalism, serving as a vital nexus between the local government and the residents of Fairfax.

## Department Achievements

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### **Town Council Meetings and Communications**

1. Hosted and supported 20 Town Council meetings.
  - Prepared and posted 169 agenda items
2. Published various newsletters and notifications:
  - 21 regular town newsletters
  - 5 special edition newsletters
  - 3 Recreation newsletters
  - 22 Town Council agendas
  - 16 Planning Commission agendas
  - 13 Public hearing notices
3. Website
  - 142 news posts
  - 133 Council, and Boards and Commission meetings posted
  - Implemented Google Analytics for better reporting

## **Records Management and Legislative Support**

4. Managed and responded to approximately 97 Public Records Requests.
5. Processed 12 Adopted Ordinances and 46 Adopted Resolutions.
6. Contracted with a consultant to update the Town's records retention schedule.

## **Personnel and Training**

7. Successfully contracted with a new Minutes Clerk.
8. Provided IT support for staff including:
  - Onboarding of three new staff members.
  - Coordinated procurement of new workstation equipment.
9. Coordinated mandated employee training for staff, council, boards, and commissions members.

## **Technological Innovations**

10. Implemented pilot customer relationship management software for:
  - Tracking public records requests.
  - Managing claims.
  - Handling boards and commissions applications.

## **Department Goals & Objectives**

---

### **Implement SharePoint Organization-Wide:**

1. Collaborate with tech support to deploy SharePoint across all departments.

### **Enhance Information Accessibility:**

2. Establish a public access portal to centralize town records for easy access by the public.

### **Improve Website Content and Accessibility:**

3. Conduct audits and reviews of website content in collaboration with departments.
4. Update information and enhance accessibility for end users.

### **Elections:**

5. Execute the November 2024 Election by meeting all mandated filing deadlines, onboarding and supporting candidates, and collaborating with the County Elections Office.
6. Adopt and implement electronic filing options for campaign and elections-related forms to streamline processes.

### **Pilot Customer Relationship Management (CRM) Platform:**

7. Continue piloting a CRM platform to streamline, track, and respond to public requests efficiently.



# Town of Fairfax

## 2024-25 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 participates in various regional efforts including the Ross Valley Fire Department JPA.

**DEPARTMENT SUMMARY**

FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

**PERSONNEL**

401 REGULAR SALARIES	130,011	151,460	180,244	188,396	191,620
415 ACCRUED LEAVE CASHOUT	27,961		7,593	11,625	8,097
461 OVERTIME	15,230			-	
491 HEALTH INSURANCE	10,429	21,684	25,245	25,245	28,020
492 WORKERS COMP	5,543	7,448	7,773	7,773	7,226
493 RETIREMENT	7,802	21,200	21,094	21,094	22,729
494 MEDICARE	2,480	2,137	2,574	2,574	2,735
496 PERS UAL/SIDEFUND	5,884	7,093	7,100	7,100	8,091
611 ALLOWANCES	1,943	4,100	3,192	3,192	3,192
<b>SUBTOTAL PERSONNEL</b>	<b>207,282</b>	<b>215,122</b>	<b>254,815</b>	<b>266,999</b>	<b>271,710</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT	-	-		-	
711 OFFICE EQUIP MAINT.	-	-		-	
731 BLDG-GROUNDS MAINT.	4,404	4,873	2,927	3,078	4,070
801 WATER	632	1,435	1,600	773	1,600
802 POWER	1,246	1,437	1,700	897	1,700
804 TELEPHONE	2,123	2,300	2,100	2,153	2,100
811 POSTAGE	488	706	600	555	600
813 OFFICE SUPPLIES	1,390	478	700	1,247	700
822 PROFESSIONAL SERVICES	-	6,670	5,000	-	5,000
861 BUS.MEET/CONF.	975	3,520	1,700	6,229	7,000
862 DUES & SUBSCRIPTIONS	4,010	4,351	3,000	3,977	4,000
<b>SUBTOTAL OPERATING</b>	<b>15,268</b>	<b>25,771</b>	<b>19,327</b>	<b>18,909</b>	<b>26,770</b>

SEE NOTE

**TOTAL DEPARTMENT APPROPRIATION**

<b>222,550</b>	<b>240,893</b>	<b>274,142</b>	<b>285,908</b>	<b>298,481</b>
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**Allocation of Positions:**

TOWN MANAGER	0.60	0.60	0.70	0.70	0.70
INTERIM TOWN MANAGER	-	-	-	-	-
ADMINISTRATIVE ASSISTANT II	0.25	0.25	0.25	0.25	0.25

**Total Full Time Equivalent Employees**

<b>0.85</b>	<b>0.85</b>	<b>0.95</b>	<b>0.95</b>	<b>0.95</b>
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**NOTES:**

862 ICMA/CMMF/+  
 822 Consulting services



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**            **01 GENERAL FUND**  
**ACTIVITY**        **221 TOWN CLERK**

**ACTIVITY DESCRIPTION**

The Town Clerk's office is responsible for local elections; recording, publication, filing, indexing, and safekeeping of Town Council proceedings; preparation of Council meeting agendas and packets; updating and maintaining the Town Code; preparing, publishing, and posting legal notices; recording and certifying ordinances and resolutions; serving as custodian of and certifying official Town records; filling public records requests; serving as filing officer for economic interest and campaign disclosure statements under the Political Reform Act; and administering the Oath of Office. This department is also responsible for the Town website and newsletter. The Town Clerk is an elected position without compensation. As of May 2023, the department is comprised of two staff positions: the Deputy Town Clerk/Assistant to the Town Manager and the Deputy Town Clerk/Admin Analyst.

**DEPARTMENT SUMMARY**

FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

**PERSONNEL**

401 REGULAR SALARIES	124,006	165,229	249,754	200,629	252,125
411 REG PART-TIME SALARIES	-	15,674	-	-	-
415 ACCRUED LEAVE CASHOUT	2,484	-	7,371	22,142	7,396
421 TEMP EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	-	-	5,568	-
491 HEALTH INSURANCE	28,283	27,534	50,054	50,054	40,704
492 WORKERS COMP	7,158	8,199	8,199	8,199	9,241
493 RETIREMENT	9,570	13,923	19,980	19,980	20,624
494 MEDICARE	1,768	2,502	3,465	3,465	3,497
496 PERS UAL/SIDEFUND	-	-	-	-	-
611 ALLOWANCES	920	1,200	960	960	960
<b>SUBTOTAL PERSONNEL</b>	<b>174,190</b>	<b>234,261</b>	<b>339,783</b>	<b>310,998</b>	<b>334,547</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	4,443	3,946	2,946	2,946	4,116
801 WATER	-	-	-	-	-
804 TELEPHONE	826	834	910	815	910
811 POSTAGE	488	706	551	563	538
813 OFFICE SUPPLIES	898	555	990	626	990
814 LEGAL ADS	648	323	441	244	714
821 OUTSIDE SERVICES	5,565	6,663	5,513	3,135	8,900
822 PROFESSIONAL SERVICES	14,242	36,717	15,000	17,953	15,000
842 SPECIAL DEPT SUPPLIES	185	311	110	464	300
861 BUS.MEET/CONF.	51	16	1,000	2,921	1,000
862 DUES & SUBSCRIPTIONS	-	35	500	393	500
<b>SUBTOTAL OPERATING</b>	<b>27,345</b>	<b>50,107</b>	<b>27,961</b>	<b>30,061</b>	<b>32,968</b>

SEE NOTE  
SEE NOTE

**TOTAL DEPARTMENT APPROPRIATION**

<b>201,535</b>	<b>284,367</b>	<b>367,745</b>	<b>341,059</b>	<b>367,515</b>
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**Allocation of Positions:**

DEPUTY TOWN CLERK / ASST TO TOWN MGR	0.75	1.00	1.00	0.50	1.00
MARKETING & COMMUNICATIONS SPECIALIST		0.50	0.50	0.10	
DEPUTY TOWN CLERK/ADMIN ANALYST	0.25			1.00	1.00

**Total Full Time Equivalent Employees**

<b>1.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.60</b>	<b>2.00</b>
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**NOTES:**

- 821 Website platform (Proud City); Survey Monkey; Constant Contact
- 822 Town Code updates; Minutes Clerk



# Town of Fairfax

## 2024-25 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>222 ELECTIONS</b>

### ACTIVITY DESCRIPTION

The Town Clerk serves as the Town Elections Official and the Filing Officer for campaign finance statements. Local regular elections for Town offices (5 Councilmembers, 1 Treasurer, and 1 Clerk) are held every two years (to stagger the 4-year terms) in November of even-numbered years. The Town consolidates its local elections with the County of Marin, with costs shared by all the local agencies, school districts, and special districts. The cost is generally between \$1.75 and \$3.00 per registered voter. Fairfax has approximately 5,877 registered voters. There is no election in 2023.

### DEPARTMENT SUMMARY

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT

#### PERSONNEL

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

#### SUBTOTAL PERSONNEL

	-	-	-	-	-
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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					
814 LEGAL ADS				-	
815 PRINTING					
821 OUTSIDE SERVICES					
822 PROFESSIONAL SERVICES	-	7,800		811	12,000
842 SPECIAL DEPT SUPPLIES					
861 BUS.MEET/CONF.					
862 DUES & SUBSCRIPTIONS					
890 MISCELLANEOUS	-	-		-	

SEE NOTE

#### SUBTOTAL OPERATING

	-	7,800	-	811	12,000
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#### TOTAL DEPARTMENT APPROPRIATION

	-	7,800	-	811	12,000
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#### Allocation of Positions:

DEPUTY TOWN CLERK / ASST TO TOWN MGR	-	-	-	-	-
TOWN CLERK	-	-	-	-	-

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

822 Election consolidation cost





# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 231 PERSONNEL

**ACTIVITY DESCRIPTION**

Personnel cost include contractual Human Resources (HR); legal and consulting services and other costs such as recruitment, testing, physical & psychological exams as required.

**DEPARTMENT SUMMARY**

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES	32,665	32,665	98,699	85,142	107,628
411 REG PART-TIME SALARIES	13,764	13,764	12,495	14,506	
415 ACCRUED LEAVE CASHOUT	5,345	5,345	3,991	3,919	4,230
421 TEMP EMPLOYEES	-	-		-	
461 OVERTIME	2,327	2,327		-	
491 HEALTH INSURANCE	3,669	3,669	11,875	11,196	17,544
492 WORKERS COMP	1,837	1,837	4,199	4,199	3,992
493 RETIREMENT	3,556	3,556	11,102	8,524	12,166
494 MEDICARE	775	775	1,391	911	1,511
495 FICA/PTS	-	-		-	
496 PERS UAL/SIDEFUND	1,540	1,540	-	-	-
611 ALLOWANCES	340	340	1,564	1,660	1,624
<b>SUBTOTAL PERSONNEL</b>	<b>65,819</b>	<b>65,819</b>	<b>145,316</b>	<b>130,055</b>	<b>148,695</b>

**OPERATING EXPENSES**

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
711 OFFICE EQUIP MAINT.	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	-	-	-	-	-
801 WATER	-	-	-	-	-
804 TELEPHONE	-	-	-	-	-
811 POSTAGE	-	-	-	-	-
813 OFFICE SUPPLIES	-	-	-	-	-
814 LEGAL ADS	-	-	-	-	-
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES SEE NOTE	58,898	58,898	25,000	59,177	25,000
822 PROFESSIONAL SERVICES	-	-	26,000	25,345	26,000
842 SPECIAL DEPT SUPPLIES SEE NOTE	377	377	396	120	400
861 BUS.MEET/CONF.	-	-	-	-	-
862 DUES & SUBSCRIPTIONS	-	-	-	138	-
890 MISCELLANEOUS	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>59,275</b>	<b>59,275</b>	<b>51,396</b>	<b>84,780</b>	<b>51,400</b>

**TOTAL DEPARTMENT APPROPRIATION**

**125,094      125,094      196,712      214,835      200,095**

**Allocation of Positions:**

TOWN MANAGER	0.10	0.10	0.30	0.30	0.30
FINANCE DIRECTOR	0.10	0.10	0.10	0.10	0.10
ACCOUNTANT II					0.10
PART-TIME ACCOUNTANT	0.10	0.10	0.10	0.10	0.10

**Total Full Time Equivalent Employees**

**0.30      0.30      0.50      0.50      0.60**

**NOTES:**

- 821 Preemployment services, Special attorney fees & HR Consultant
- 822 Recruiting for key staff positions
- 842 Staff recognition



# Finance Department

## Department Achievements

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### Budgeting and Financial Reporting

#### 1. Budget Documents for FY23-24

- Completed three documents spanning 125 pages each, accommodating additional departments while staying within Gann limitations and reserve goals.

#### 2. Financial Audits

- Completed and presented audit of FY22 financial statements with a "clean" opinion.
- Anticipated no changes in the 2023 audit, maintaining a consistent record of financial integrity.

### Personnel and Process Management

#### 3. Personnel Transactions

- Processed more hiring/termination transactions due to higher employee turnover compared to the prior year.

#### 4. Accounts Payable Efficiency

- Managed 5.2% more Accounts Payable checks in FY23 compared to FY22 without additional personnel.

#### 5. PERS Reporting

- Transitioned from monthly to biweekly reporting for PERS, improving efficiency and accuracy.

### Process Improvements

#### 6. Electronic 1099 Filing

- Switched from manual processing of 1099 forms to electronic filing with the IRS, streamlining the process and reducing errors.

#### 7. Financial Controls for Events

- Collaborated with Fairfax Festival organizers to enhance financial controls for the 2023 Festival.

### Collaborations and Partnerships

#### 8. Short-Term Rental Tracking System

- Partnered with Planning personnel to implement a short-term rental tracking system, including an online application and payment process with a successor vendor.

#### 9. MOU Renegotiation

- Will be renegotiating multiyear Memorandums of Understanding (MOUs) with three bargaining units, ensuring fair and sustainable agreements for the upcoming fiscal year.

### Emergency Response and Reporting

#### 10. Collaboration with Public Works and FEMA

- Worked closely with Public Works and FEMA personnel to ensure timely reporting for storm projects and COVID-related expenses, facilitating reimbursement and maintaining financial transparency.

# Department Goals & Objectives

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## Transparency Enhancement

### 1. **Website Enhancement:**

- Collaborate with the Deputy Town Clerk to update the Finance Department website exhibits and improve information linkage for enhanced transparency.

## Software Implementation and Training

### 2. **Tyler Incode Accounting Software:**

- Continue implementing the Tyler Incode accounting software program across all departments.
- Expand access and provide end-user training in various modules including cash receipts, fixed assets, permits, project accounting, CAFR software for financial reports, and budgeting.
- Assess existing applications for usefulness and eliminate unused modules to streamline operations.

## Human Resources and Succession Planning

### 3. **Staff Retention and Succession Planning:**

- Develop and implement strategies for staff retention and succession planning within the Finance and Personnel Department to ensure continuity and efficiency.

## Document Management

### 4. **Electronic Document Management:**

- Continue with the electronic document management system for current and historical documents.
- Aim to archive documents and make them easily accessible for research and public information purposes.

## Budget and Financial Reporting Enhancement

### 5. **Budget Restructuring:**

- Continue restructuring the budget to create a cohesive and articulate document.
- Incorporate five-year Capital Improvement projections and additional exhibits for demographics and personnel to enhance clarity and planning.

## Revenue Generation and Cost Saving Measures

### 6. **Research and Exploration:**

- Continue researching new revenue streams and cost-saving measures to strengthen the financial position of the Town.

## Business License Applications

### 7. **Web-Based Application Exploration:**

- Explore the feasibility of implementing web-based business license applications to streamline processes and improve accessibility for businesses.

## Personnel Policy Update

### 8. **Personnel Rules Update:**

- Continue updating personnel rules in collaboration with the Town Manager to ensure alignment with current practices and regulations.



# Town of Fairfax

## 2024-25 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 department prepares financial reports mandated by the State, the County of Marin, and other agencies. The Finance Department also prepares and oversees the budget process and the annual audit.

### DEPARTMENT SUMMARY

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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### PERSONNEL

401 REGULAR SALARIES	122,848	139,882	158,583	137,104	238,769
411 REG PART-TIME SALARIES	67,202	72,934	77,174	70,821	
415 ACCRUED LEAVE CASHOUT	6,163	6,578	6,634	6,634	6,833
421 TEMP EMPLOYEES	2,892	2,879	5,000	5,000	7,962
491 HEALTH INSURANCE	25,265	24,770	27,434	27,434	51,654
492 WORKERS COMP	7,972	9,347	7,652	7,652	8,862
493 RETIREMENT	19,591	22,090	24,234	24,234	26,510
494 MEDICARE	2,865	3,091	3,234	3,234	3,354
495 FICA/PTS	-	-	1,011	500	548
496 PERS UAL/SIDEFUND	13,744	5,766	5,772	5,772	6,578
611 ALLOWANCES	1,305	1,419	1,964	1,964	2,264
<b>SUBTOTAL PERSONNEL</b>	<b>269,847</b>	<b>288,756</b>	<b>318,692</b>	<b>290,349</b>	<b>353,334</b>

### OPERATING EXPENSES

711 OFFICE EQUIP MAINT.			-	-	-
731 BLDG-GROUNDS MAINT.	4,443	3,946	3,745	3,098	4,116
804 TELEPHONE	826	834	900	815	900
811 POSTAGE	488	1,039	1,100	556	1,100
813 OFFICE SUPPLIES	2,619	2,420	3,000	2,217	3,000
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES	2,156	2,992	9,450	5,000	10,000
822 PROFESSIONAL SERVICES	64,696	62,265	65,000	64,934	65,000
861 BUS.MEET/CONF.	475	156	525	441	500
862 DUES & SUBSCRIPTIONS	715	580	1,050	1,211	1,200
890 MISCELLANEOUS	62	318	2,100	1,544	2,000
<b>SUBTOTAL OPERATING</b>	<b>76,479</b>	<b>74,550</b>	<b>86,870</b>	<b>79,816</b>	<b>92,016</b>

SEE NOTE  
SEE NOTE

### TOTAL DEPARTMENT APPROPRIATION

**346,326      363,306      405,563      370,165      445,351**

### Allocation of Positions:

FINANCE DIRECTOR	0.90	0.90	0.90	0.90	0.90
ACCOUNTANT II					0.90
PART-TIME ACCOUNTANT (2)	0.50	0.70	0.70	0.70	0.10
PART-TIME OFFICE ASST	0.10	0.10	0.10	0.10	0.10

### Total Full Time Equivalent Employees

**1.50      1.70      1.70      1.70      2.00**

NOTES: 821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review, Accounting software assistance; Gann consultant  
 822 Merchant fees, bank analysis; Contract revenue analysis (sales & property tax; TOT) Software licenses; GovInvest (GASB 75 actuarial)



# Planning & Building Services Department

## Department Achievements

---

The Planning & Building Services Department had a busy 2023, with a consistent flow of planning entitlement and building permit applications. The department also managed the 2023-31 Housing Element project and the related updates to the zoning ordinance. The following is a detailed summary of accomplishments.

### Housing Element and Related Projects

**1. Housing Element Adoption:**

- Adopted the 2023-2031 Housing Element and submitted it for review by the California Housing and Community Development Department (HCD).

**2. Zoning Code Amendments:**

- Completed various zoning code amendments to comply with HCD requirements, including new ADU regulations, inclusionary housing requirements, and workforce housing overlay adoption.

### Planning Commission Activity

**3. Review and Recommendations:**

- Conducted study sessions and hearings on the Housing Element and related zoning code amendments, making recommendations to the Town Council.

**4. Entitlement Processing:**

- Processed numerous entitlements, including use permits, variances, design reviews, hill area residential developments, encroachment permits, excavation permits, and tree permits.

**5. Building Permits:**

- Issued 502 building permits, marking an increase from the previous year, with a total valuation of \$16,443,496.00.

# Department Goals & Objectives

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## Building Staff Capacity

### 1. **Building Official Recruitment**

- Recruit a new Building Official to fill an upcoming vacancy due to retirement.
- Consider the addition of a Building Inspector job description in case a credentialed building official cannot be found.
- Release an RFQ for building services to provide temporary, as needed, building services support.

## Housing Element Implementation

### 2. **Updating General Plan**

- Land use and town center elements will be updated to be consistent with Housing Element.
- Public safety element should be update consistent with State Law

### 3. **Website Updates**

- Implement housing element programs that require housing related information to be available on the web site.
- Reorganize website to feature housing related information in one location.

### 4. **Affordable housing developer outreach:**

- Create a list of affordable housing developers for outreach
- Showcase available sites in Fairfax
- Actively market Town owned parcels (e.g. Forrest Avenue) for potential affordable housing.

### 5. **Accessory Dwelling Units:**

- Work with the ADU Center to provide resources for residents
- Develop standard plans for Fairfax to speed up the approval process for residents (required by state law).

## Strategic Municipal Code Updates

### 6. **Housing Related Code Updates:**

- Continue to monitor evolving California housing laws and update code as necessary.

### 7. **Development Processing:**

- Identify ways to simplify and streamline development processing and consider code amendments.

### 8. **Dark Sky Code Updates:**

- Initiating updates to the municipal code to promote dark sky-friendly policies and procedures, including regulations for streetlights and private property lighting.

## Rent Stabilization Program

### 9. **Implement Hearing Process:**

- Provide warmline for rent control related questions.
- Prepare materials related to the hearing process related to rent increases.
- Investigate software purchases to aid in the implementation of the program.



# Town of Fairfax

## 2024-25 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, 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 planning consultant and sub-consultants assisting in the General Plan-related work programs 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 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

#### PERSONNEL

401 REGULAR SALARIES	171,237	231,859	386,998	384,796	520,894
411 REG PART-TIME SALARIES SEE NOTE	103,706	50,339	2,400	2,889	
415 ACCRUED LEAVE CASHOUT	19,328	6,449	15,354	11,207	23,749
421 TEMP EMPLOYEES	-	160		213	
491 HEALTH INSURANCE	50,502	35,068	69,626	42,615	76,817
492 WORKERS COMP.	6,524	12,880	12,880	12,880	19,404
493 RETIREMENT	30,398	21,424	40,890	40,381	52,464
494 MEDICARE	4,069	4,817	5,443	6,248	7,344
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	35,973	43,377	43,408	43,408	47,607
611 ALLOWANCES	8,498	1,250	1,920	1,993	3,840
<b>SUBTOTAL PERSONNEL</b>	<b>430,235</b>	<b>407,623</b>	<b>578,919</b>	<b>546,630</b>	<b>752,119</b>

#### OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	4,618	4,059	2,968	3,135	4,200
802 POWER	623	719	496	449	521
804 TELEPHONE	1,798	1,933	1,654	1,823	1,737
811 POSTAGE	745	863	2,205	556	1,000
812 REPRODUCTION	-	-	11,025	-	11,025
813 OFFICE SUPPLIES	2,808	1,029	2,205	2,862	2,205
814 LEGAL ADS SEE NOTE	262	1,687	1,654	2,039	1,654
815 PRINTING	1,726	61	2,205	-	2,205
821 OUTSIDE SERVICES SEE NOTE	266,083	722,140	416,000	369,593	254,000
822 PROFESSIONAL SERVICES SEE NOTE	4,639	2,438	16,538	28,013	16,538
842 SPECIAL DEPT SUPPLIES	4	298	1,654	496	1,654
861 BUS.MEET/CONF. SEE NOTE	1,092		2,205	196	7,500
862 DUES & SUBSCRIPTIONS	(3,500)	1,358	6,000	1,810	2,500
<b>SUBTOTAL OPERATING</b>	<b>280,897</b>	<b>736,584</b>	<b>466,809</b>	<b>410,971</b>	<b>306,739</b>

#### TOTAL DEPARTMENT APPROPRIATION

711,132 1,144,208 1,045,728 957,601 1,058,858

#### Allocation of Positions:

PLANNING & BUILDING DIRECTOR	0.80	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	1.00	1.00	1.00	1.00	1.00
ASSOCIATE PLANNER				1.00	2.00
ASSISTANT PLANNER	0.50	0.50	2.00	1.00	
ADMIN ASSISTANT II	0.25	0.25	0.25	0.25	0.25
INTERIM PLANNING DIRECTOR	0.50				
<b>Total Full Time Equivalent Employees</b>	<b>3.05</b>	<b>2.75</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

#### NOTES:

- 411 Planning Commission minutes
- 814 Housing Element & zone changes updates
- 821 Includes outside services for HE update, ODDS, Inclusionary Hsg, and ADUs
- 822 Televisive, Zoom Planning Commission & Housing Element mtgs, GIS
- 862 Marin Maps



# Town of Fairfax

## 2024-25 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 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES	107,945	107,945	123,849	142,669	163,756
415 ACCRUED LEAVE CASHOUT	4,617	4,617	4,969	4,969	6,825
491 HEALTH INSURANCE	22,302	22,302	25,089	28,924	32,299
492 WORKERS COMP.	5,006	5,006	4,079	4,079	6,032
493 RETIREMENT	13,364	13,364	17,587	20,260	23,368
494 MEDICARE	1,583	1,583	1,724	1,721	2,283
496 PERS UAL/SIDEFUND	14,112	14,112	17,029	16,706	19,406
611 ALLOWANCES	4,190	4,190	720	733	980
<b>SUBTOTAL PERSONNEL</b>	<b>173,118</b>	<b>173,118</b>	<b>195,046</b>	<b>220,061</b>	<b>254,949</b>

**OPERATING EXPENSES**

711 OFFICE EQUIP MAINT.	-	-	321	-	321
722 VEHICLE MAINTENANCE	4,531	4,531	3,500	9,423	3,500
731 BLDG-GROUNDS MAINT.	4,478	4,478	2,968	3,120	2,968
802 POWER	623	623	900	448	900
804 TELEPHONE	1,798	1,798	1,800	1,836	1,800
811 POSTAGE	509	509	600	556	600
813 OFFICE SUPPLIES	1,311	1,311	1,200	523	1,200
821 OUTSIDE SERVICES	46,101	46,101	50,000	57,340	100,000
822 PROFESSIONAL SERVICES	2,778	2,778	5,000	1,553	5,000
861 BUS.MEET/CONF.	399	399	500	-	1,000
862 DUES & SUBSCRIPTIONS	2,623	2,623	500	-	3,000
<b>SUBTOTAL OPERATING</b>	<b>65,151</b>	<b>65,151</b>	<b>67,289</b>	<b>74,799</b>	<b>120,289</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>238,269</b>	<b>238,269</b>	<b>262,335</b>	<b>294,859</b>	<b>375,238</b>
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**Allocation of Positions:**

BUILDING OFFICIAL	0.75	0.75	0.75	0.75	1.00
ASST BUILDING OFFICIAL					
ADMIN ASSISTANT II	0.25	0.25	0.25	0.25	0.25

**Total Full Time Equivalent Employees**

<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>
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<b>NOTES:</b>	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

## About the Police Department

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The Fairfax Police Department (FPD) is proud to serve the Fairfax community. From overseeing criminal investigations and apprehensions to executing comprehensive crime prevention and traffic enforcement initiatives, the FPD remains steadfast in its commitment to safeguarding the residents of Fairfax. Our dedicated officers work tirelessly to ensure the safety of our streets, while also administering parking enforcement and conducting vital public safety awareness programs.

In addition to these core functions, the FPD operates a state-of-the-art computer-aided 9-1-1 dispatch center, providing essential emergency services not only to Fairfax but also to the neighboring communities of Ross and the College of Marin. Our staffed police lobby stands as a beacon of accessibility, open to the public 24 hours a day, offering support and assistance whenever needed.

Behind the scenes, the FPD manages a host of critical functions, including comprehensive records management, information technology services, property and evidence management, and special event coordination.

Additionally, we play a key role in emergency management, personnel services, and ABC evaluations. With a commitment to professionalism and efficiency, we ensure the safety and security of Fairfax residents while upholding the highest standards of service.

### **Mission**

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

### **Personnel**

The department is budgeted for 17 full-time positions. 11 sworn Police Officers and 6 non-sworn employees (5 dispatchers and 1 Police Service Technician), and 7 part time employees. (1 Police Reserve, 1 Police Cadet, and 5 part time dispatchers)

The department is comprised of the following full and part time Classifications which in this fiscal year are intended to be filled as follows:

- 1 Police Chief
- 0 Lieutenant
- 3 Sergeants
- 1 Corporal
- 6 Patrol Officers
- 1 Frozen Police Officer position (unfilled since 10/2005)
- 5 Dispatchers
- 1 Police Service Technician
- 1 reserve Police Officer (part time /hourly as needed)
- 4 reserve Dispatchers (part time/hourly as needed)
- 1 Police Services Technician (part time hourly)
- 1 Police Cadet (part time hourly)

Total: 17 full time employees (FTE's)  
7 part time reserve employees

### **Financial Support**

The Fairfax Police Department by nature through our services to the community generates approximately \$1.8 million in revenue that is allocated to the Town General Fund and other Town Accounts.

# Department Achievements

---

## Personnel and Leadership

### 1. Leadership Appointments:

- Filled the Lieutenant of Police position with a qualified internal candidate.
- Appointment of a new Police Detective.

## Collaborations and Shared Services

### 2. Patrol Support for Ross Police Department:

- Provided patrol support through shared services Memorandum of Understanding (MOU).

## Specialized Units and Training

### 3. Specialized Investigative Unit (SIU):

- Successfully implemented and applied the SIU for investigative purposes.

### 4. Training Compliance:

- Completed POST Mandated training for all full-time and part-time personnel.

## Employee Support and Wellness Initiatives

### 5. Peer Support Team:

- Created a Fairfax Police Department Peer Support Team.

### 6. Wellness Toolkit:

- Partnered with Cordico to provide a mobile phone 24-hour Wellness Toolkit for all employees and Town Staff.

### 7. Grant Funding for Officer Safety and Wellness:

- Secured a \$6,000 grant from the Board of State and Community Corrections (BSCC) for Officer Safety and Wellness.

## Technological Upgrades and Infrastructure Improvements

### 8. Radio Communication Upgrades:

- Continuing implementation of the Next Gen Marin Emergency Radio Authority (MERA) project for FPD and Public Works.

### 9. Camera and Streaming Platform Upgrades:

- Upgraded Fairfax PD Creek Camera and implemented a new streaming platform.

### 10. 911 Dispatch System Enhancement:

- a. Continued migration to the New 9-1-1 Dispatch Online Phone System, fully funded by State 911 funding.

### 11. Text-to-911 Implementation:

- a. Continued migration to Rapid Deploy Text to 9-1-1 solution.

### 12. Transparency and Reporting:

- a. Continued RIPA Reporting to the Department of Justice (DOJ) and efforts to enhance transparency through the RIPA Dashboard on the FPD Website.

## Environmental and Sustainability Efforts

### 13. Vehicle Fleet Upgrades:

- Continued upgrading Police Vehicle Fleet to low emissions Hybrid/EV options.

# Department Goals & Objectives

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## Operational Enhancements

1. **100-Year Anniversary Celebration Preparation:**
  - Prepare for the 100-year Anniversary Celebration of the Fairfax Police Department in 2025 to commemorate the department's legacy and service to the community.
2. **Upgrade Mobile Data Terminal (MDT):**
  - Upgrade the Mobile Data Terminal (MDT) for the patrol vehicle fleet to improve communication and data access capabilities for officers.

## Technological Upgrades

3. **Transition to iRIMS 6 Platform:**
  - Transition from the iRIMS 4 platform to iRIMS 6 (mobile CAD) to comply with newly updated Department of Justice (DOJ) data security requirements and enhance operational efficiency.

## Training and Wellness Initiatives

4. **Expand Training Opportunities:**
  - Expand training opportunities to include Peace Officer Wellness programs to promote the physical and mental well-being of officers.
  - Obtain additional grant funding to support training initiatives and professional development.

## Staffing and Recruitment

5. **Staffing Goals:**
  - Strive to meet full staffing levels within the department to ensure operational effectiveness and community safety.
  - Seek to secure hiring incentives and retention incentives for qualified employees to attract and retain talented personnel.

## Collaborative Partnerships

6. **Dispatching Contracts Negotiation:**
  - Negotiate new multi-year dispatching contracts with the Ross Police Department and the College of Marin Police Department to ensure efficient emergency response services.
  - Continue serving the Town of Ross with supplemental Patrol and Supervisory needs per operational Memorandum of Understanding (MOU).

## Crime Mitigation and Investigation

7. **Partnership with SIU:**
  - Continue partnership with the Marin County Sheriff's Office Specialized Investigative Unit (SIU) to address local major crimes and mitigate increasing crime trends.

## Compliance and Reporting

8. **POST Compliance and Reporting:**
  - Successfully pass all Peace Officer Standards and Training (POST) background and training audits to maintain compliance with regulatory standards.

- Complete POST mandated training for all employees to ensure continuous professional development and competency.

## Technological Integration

### 9. **Emergency Radio and Dispatch System Implementation:**

- Continue implementing the Next Gen Marin Emergency Radio Authority (MERA) project for Fairfax PD and Public Works to enhance communication capabilities.
- Continue implementing the New 9-1-1 Dispatch Online Phone System, fully funded by State 911 funding, to improve emergency response efficiency.

## Fleet Upgrades

### 10. **Vehicle Fleet Upgrades:**

- Continue to upgrade the Police Vehicle Fleet to low emissions Hybrid/EV options to promote sustainability and reduce environmental impact.



# Town of Fairfax

## 2024-25 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 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

### PERSONNEL

401 REGULAR SALARIES	SEE NOTE	361,943	480,876	544,715	491,174	572,658
402 SAFETY SALARIES		1,154,586	1,308,293	1,502,226	1,303,625	1,595,394
415 ACCRUED LEAVE PAYOUT		32,757	23,341	70,000	52,333	70,000
421 TEMP EMPLOYEES		128,733	143,097	120,000	137,744	130,000
461 OVERTIME		145,874	210,387	200,000	288,000	210,000
481 HOLIDAY PAY		85,517	113,147	107,111	105,922	110,923
491 HEALTH INSURANCE	SEE NOTE	237,850	260,859	325,484	264,483	424,194
492 WORKERS COMP.		69,942	85,337	90,389	90,389	82,855
493 RETIREMENT		220,601	264,069	320,716	274,837	319,156
494 MEDICARE		27,460	30,345	32,261	29,757	33,220
495 FICA/PTS		-	-	-	-	-
496 PERS UAL/SIDEFUND	SEE NOTE	452,876	558,522	554,037	554,037	698,737
497 OVERTIME REIMB	SEE NOTE	-	(34,681)	(6,000)	(10,107)	(6,000)
498 TUITION REIMB		7,345	2,140	16,000	317	16,000
499 OTHER		62,650	62,650		3,759	
611 ALLOWANCES		3,680	4,800	6,000	7,047	6,000
<b>SUBTOTAL PERSONNEL</b>		<b>2,991,814</b>	<b>3,513,183</b>	<b>3,882,939</b>	<b>3,593,318</b>	<b>4,263,137</b>

### Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
POLICE LIEUTENANT	-	-	-	-	-
SERGEANT	3.00	3.00	3.00	3.00	3.00
CORPORAL	2.00	2.00	1.00	1.00	1.00
POLICE OFFICER	4.00	4.00	6.00	6.00	6.00
DISPATCHER	4.00	4.00	5.00	5.00	5.00
POLICE SERVICES TECH / CSO	1.00	1.00	1.00	1.00	1.00

### Total Full Time Equivalent Employees

17.00 17.00 17.00 17.00 17.00

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

### NOTES:

- 401 Addition of one FTE non sworn Dispatcher to meet staffing needs;
- 491 Includes additional Insurance for new positions and increased rates
- 496 See Fund 6 for details; The Town refinanced the UAL which resulted in significant reduction in interest costs.
- 497 Reimbursible Overtime - Fairfax Festival and various special events



# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 411 POLICE

DEPARTMENT SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT

### OPERATING EXPENSES

631 COMM EQUIP REPLACE	585	1,488	7,000	3,307	7,000
711 OFFICE EQUIP MAINTENANCE	1,484	-	1,500	-	1,500
712 COMPUTER EQUIP MAINTENANCE SEE NOTE	43,900	53,552	72,000	65,932	72,000
721 FIELD EQUIP MAINTENANCE	467		1,000	27	1,000
722 VEHICLE MAINTENANCE	27,843	43,555	30,000	65,452	40,000
723 COMMUNICATION EQUIP MAINT	1,374	4,215	3,000	5,168	3,000
725 MERA DEBT SERVICE SEE NOTE	3,659		-	-	-
726 MERA MEMBERSHIP FEE	38,882	43,995	44,089	44,089	44,089
731 BLDG-GROUNDS MAINTENANCE	35,590	33,383	26,000	18,760	26,000
801 WATER	2,155	3,148	1,900	2,993	1,900
802 POWER	2,491	2,874	2,000	1,794	2,000
804 TELEPHONE SEE NOTE	26,695	35,815	35,000	22,000	35,000
806 FUEL	23,025	14,802	24,000	18,403	24,000
811 POSTAGE	1,387	1,798	2,000	1,328	2,000
812 REPRODUCTION	3,403	1,338	4,000	211	4,000
813 OFFICE SUPPLIES	2,161	1,690	3,000	2,732	3,000
815 PRINTING	3,252	1,325	4,000	809	4,000
822 PROFESSIONAL SERVICES SEE NOTE	26,884	35,230	55,000	58,705	70,000
841 SMALL TOOLS	93	611	500	57	500
842 SPECIAL DEPT SUPPLIES	11,868	12,343	12,500	10,805	12,500
851 UNIFORM	19,790	31,043	19,850	20,560	19,850
861 BUS.MEET/CONF.	1,980	1,309	5,000	4,016	5,000
862 DUES & SUBSCRIPTIONS	8,979	9,934	11,400	4,749	11,400
883 P.O.S.T. SEE NOTE	15,604	25,471	26,000	39,507	40,000
889 BOOKING FEES	452	-	3,000	2,000	3,000
<b>SUBTOTAL OPERATING</b>	<b>304,003</b>	<b>358,919</b>	<b>393,739</b>	<b>393,404</b>	<b>432,739</b>

**TOTAL DEPARTMENT APPROPRIATION** 3,295,817 3,872,103 4,276,678 3,986,722 4,695,876

NOTES:
712 Includes Records Management System maintenance contract and maintenance and repair of extensive in-house and mobile computer network and body cams.
725 Marin Emergency Radio Authority (MERA) - Costs are split with Public Works Dept 511 Note: MERA system debt paid off in FY21.
804 Increase of \$5,000 in pre MERA fiber system installation.
822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, and the Prandi Childrens Center (forensic interview for child victims of violent crimes). External Investigation professional services; Body cam maintenance
883 Police Officer Standards Training (POST) - Partially state reimbursed (SEE 01-060-615)



# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 418 DISASTER PREP & EOC

**ACTIVITY DESCRIPTION**

The Disaster Council (DC) was created by resolution and was activated as a result of the 2005/06 flood. The Mayor reconvenes the DC as needed. 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 (OES), 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 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

- 411 REGULAR PT SALARIES
- 492 WORKERS COMP
- 493 RETIREMENT
- 494 MEDICARE
- 496 PERS UAL/SIDEFUND

			-	
			-	
			-	
			-	
			-	

**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

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

SEE NOTE  
SEE NOTE  
SEE NOTE

			-	
-	-		-	
-	-	110	-	116
4,004	3,770	9,265	2,353	9,265
-	-	1,103	3,921	1,158
3,000		3,600	3,600	3,600

**SUBTOTAL OPERATING**

140,225 3,770 24,000 9,874 14,138

**TOTAL DEPARTMENT APPROPRIATION**

140,225 3,770 24,000 9,874 14,138

**Allocation of Positions:**

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

**NOTES:**

821 Marin County Sheriff OES (\$4,300); disaster preparedness materials (\$5,000)

842 Update data equipment in EOC

881 Agility Insurance Recovery \$3,600/yr. In event Town facilities become inoperable due to disaster, insurance provider will bring in trailer with equipment (e.g, computers) for Town Hall to get up and running again.



# Ross Valley Fire Department

## About the Ross Valley Fire Department

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Since its inception on July 1, 1982, the Ross Valley Fire Department (RVFD) has stood as a beacon of safety and protection for the communities of Fairfax, San Anselmo, Sleepy Hollow, and Ross. Governed by a joint powers agreement (JPA), RVFD operates under a collaborative framework, uniting the strengths and resources of multiple jurisdictions to deliver exceptional fire protection services.

### Evolution of the JPA

Over the years, the RVFD has seen significant growth and evolution in its composition and responsibilities. In 2010, the Sleepy Hollow Fire Protection District joined the JPA as a full member, solidifying their commitment to serving all areas within its jurisdiction. This expansion necessitated a reevaluation of budgetary allocations, resulting in equitable percentage shares for Fairfax, San Anselmo, and Sleepy Hollow.

In 2012, the Town of Ross became the newest member of our collaborative partnership, further enhancing our collective capabilities and coverage area. With the addition of Ross, our department's budget shares were readjusted to reflect the contributions of all four member agencies, ensuring fair and proportional distribution of resources.

### Organizational Structure

The governance of RVFD is overseen by a Board of Directors including two representatives from each member agency. The Executive Officer, a position held in rotation by the Town Managers of the participating towns, provides leadership and strategic direction to the RVFD. Reporting directly to the Board of Directors, the Executive Officer and Fire Chief work in tandem to uphold the mission and values of the RVFD.

### Personnel and Service Delivery

Committed to ensuring the highest standards of service, the RVFD operates with a dedicated team of full-time employees. Led by a Fire Chief, who serves under a shared services model, our department includes battalion chiefs, captains, engineers, administrative staff, and fire inspectors. Together, the RVFD seamlessly responds to emergencies, conducts fire inspections, and delivers educational outreach programs to our communities.

San Anselmo currently provides financial services to the JPA under a service agreement, enabling streamlined administrative support and fiscal management.

The Ross Valley Fire Department is steadfast in its commitment to protecting and serving our communities with integrity, professionalism, and unwavering dedication. RVFD stands as a testament to the power of collaboration and collective action in safeguarding the well-being of all residents within our jurisdiction.

### 2024 - 2025 Budget

The Ross Valley Fire Department operating budget for FY 2024-25 will be presented at its Board Meeting on the evening of May 8, 2024. The budget is primarily funded through member contributions, outside revenues in the form of contracts for service provided to County of Marin, fees for service related to plan checks and inspections, and reimbursement by Ross Valley Paramedic Authority for costs associated with paramedic services.

Each Town's contribution to the JPA will increase significantly this FY. The Town's contributions include the annual base contribution plus prior obligations of the JPA before Ross joined. The Fire budget also includes annual facility maintenance costs. This cost is not included in the Town's annual contribution to the JPA.

Additional information regarding the Ross Valley Department is available at [www.rossvalleyfire.org](http://www.rossvalleyfire.org).





# Town of Fairfax

## 2024-25 Operating Budget

FUND 01 GENERAL FUND  
ACTIVITY 421 ROSS VALLEY FIRE

**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 23.9% 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 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

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

**SUBTOTAL PERSONNEL**

-	-	-	-	-
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**OPERATING EXPENSES (TOWN SHARE)**

493 RVFS RETIREMENT	SEE NOTE	342,301	342,301	388,453	388,453	443,552
721 FIELD EQ MAINT		72,907	72,907	85,198	85,198	97,283
724 RVFS OPEB LIAB		11,944	11,944	15,662	15,662	17,884
881 RVFS CONTRACT		2,174,261	2,174,261	2,407,212	2,407,212	2,748,658
<b>SUBTOTAL TOWN'S JPA CONTRIBUTION</b>		<b>2,601,413</b>	<b>2,601,413</b>	<b>2,896,525</b>	<b>2,896,525</b>	<b>3,307,376</b>

730 INSPECTION/PREVENTION	SEE NOTE	133,303	133,303	42,000	190,753	44,100
731 BUILDINGS & GROUNDS MAINT		-	-	15,750	15,750	16,538

**SUBTOTAL OPERATING**

<b>2,734,716</b>	<b>2,734,716</b>	<b>2,954,275</b>	<b>3,103,028</b>	<b>3,368,014</b>
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**TOTAL DEPARTMENT APPROPRIATION**

<b>2,734,716</b>	<b>2,734,716</b>	<b>2,954,275</b>	<b>3,103,028</b>	<b>3,368,014</b>
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NOTES: 493 The Ross Valley Fire Department participates in CalPERS with two plans in effect.  
730 Includes one time MWPA 20% funds for defensible space inspections/mitigations in yr 1; these funds will be passed thru to RVFD  
Funding for Wildfire management is provided by grants in revenues  
NOTE: See Fund 5 for Fire Station improvements

Our JPA contribution consists of:	FY21	FY22	FY23	FY24 BUD	Incr (Decr)	FY25 BUD
- Contract payment	2,174,261	2,174,261	2,407,212	2,407,212	341,446	2,748,658
- Side Fund		-	-	-	-	-
- Retirement Unfunded Liability	342,301	342,301	388,453	388,453	55,099	443,552
- Apparatus Replacement		72,907	85,198	85,198	12,085	97,283
- OPEB Prior Liability	11,944	11,944	15,662	15,662	2,222	17,884
<b>Total</b>	<b>2,528,506</b>	<b>2,601,413</b>	<b>2,896,525</b>	<b>2,896,525</b>	<b>410,851</b>	<b>3,307,376</b>
<b>% Change</b>	<b>4.00%</b>	<b>2.88%</b>	<b>11.34%</b>	<b>0.00%</b>	<b>14.184%</b>	<b>14.18%</b>



# Public Works Department

## About the Public Works Department

---

Since August 2022, our Public Works Director has led our department in improving Fairfax's infrastructure and services. With a full-time Director and 0.25 FTE Building Inspector, supported by an engineering consultant, we manage capital projects, respond to maintenance needs, and oversee plan reviews and encroachment permits.

### Responsibilities and Focus Areas

The Public Works Director coordinates the Capital Improvement Projects program, enhancing roads, parks, and community spaces for safety and sustainability. Additionally, we promptly address maintenance issues like potholes and sidewalk repairs to ensure our town's functionality and safety.

### Commitment to Excellence

As we move forward, our commitment to excellence and innovation remains unwavering. Through collaboration and proactive engagement, we continue to build a resilient community for all Fairfax residents.

## Department Achievements

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### Completed Projects

1. Completed Road Improvement Project:
  - Scenic Road and Porteous Ave: Approximately \$750K.
  - Center (portion from Pastori to Town limits): Slurry sealed in collaboration with San Anselmo.
2. Canyon Road Retaining Wall Replacement Project: Approximately \$450K.
3. Preliminary Storm Drain system identification: Part of overall mapping project.

### Ongoing Projects and Planning

4. Engaged design services for various storm drain improvement projects.
5. Created and presented Five-Year Plan for Streets and Roads Improvement program.
6. Continuing design work and discussion for Station 21 Fire Station interior renovation.
7. Working on retaining wall repair at multiple locations.
8. Upgrading the Pavilion for new kitchen and electrical load.

### Infrastructure Maintenance and Management

9. Sidewalk Assessment and Maintenance:
  - Contractor hired to assess and grind Town sidewalks: Approximately \$170K.
  - Notices issued for unsafe sidewalk conditions.
10. Creek Cleaning at Bothin Creek: Approximately \$30K.
11. Street Sweeping Services Agreement with Marin Sanitary Service.
12. Additional Services agreement for repaving Park Road.
13. Pothole Repair:

- Purchased and placed 15,000 bags of cold patch asphalt.
- Repaired approximately 150 large potholes and numerous smaller ones.

## Grants and Financial Management

11. Submitted RAISE grant for Bolinas Road.
12. Successful applications for TFCA and TDA grant funding: Anticipated \$340K.
13. Completed and submitted requests for reimbursement for Storm Events of 23/24 with FEMA: Anticipated return \$60-90K.

## Personnel and Hiring

13. Hired new Maintenance Worker Guy Norenus for DPW Staff.

## Collaboration and Community Engagement

14. Coordinated efforts with various agencies and officials for grant applications and project submissions.
15. Completed Fairfax's Local Hazard Mitigation Plan.
16. Completed investigations required for NEPA/CEQA for bridge projects.

## Department Goals & Objectives

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### Infrastructure and Facility Improvement

1. **Town Campus Microgrid System:**
  - Continue working to implement the Town Campus microgrid system for resiliency and energy savings.
2. **Storm Drainage Improvement:**
  - Complete storm drainage improvement projects, including Kent/SFD, Rockridge/Iron Springs, and Park Road.
  - Continue mapping the existing storm drainage system for better management and maintenance.

### Facility Renovations and Upgrades

3. **Station 21 Interior Renovations:**
  - Prepare plans and specifications for Station 21 interior renovations and issue Request for Bids to enhance operational efficiency and firefighter comfort.
4. **EV Chargers Installation:**
  - Install EV chargers for Police Department and Public Works use to promote sustainability and support electric vehicle infrastructure.

### Public Safety and Infrastructure Maintenance

5. **Sidewalk Maintenance:**
  - Perform additional sidewalk trip hazard surveys for remaining sidewalks not originally part of the survey to ensure pedestrian safety.
6. **Streets and Roads Improvement:**
  - Complete the 2024 Streets and Roads Improvement project to enhance road conditions and safety.
  - Prepare plans and specifications for the 2025 Streets and Roads Improvement project based on 5 Year Plan projections.

### Collaborative Projects and Initiatives

7. **Bolinas Road Incline Improvement:**
  - Continuing work with the County of Marin on the Bolinas Road Incline improvement project to enhance roadway safety and accessibility.
8. **Peri Park and Fairfax Creek Resiliency:**
  - Continue work on Peri Park and Fairfax Creek flood resiliency projects to mitigate flood risks and enhance community safety.

## Community Infrastructure Enhancement

### 9. **Sidewalk Improvement Projects:**

- Prepare Plans and Specifications for Bank and Broadway and Claus Road sidewalk improvement projects with funding from TDA and TFCA to improve pedestrian accessibility and safety.

### 10. **LED Streetlights Conversion:**

- Convert remaining High-Pressure Sodium (HPS) streetlights to LED in downtown and other areas to improve energy efficiency and lighting quality.

## Collaborations and Maintenance

### 11. **CalTrans Bridge Projects:**

- Continue working with CalTrans on Fairfax Bridge Projects, including Meadow Way, Creek Road, Azalea, and Marin, along with other necessary maintenance to ensure infrastructure safety.

### 12. **Facility Condition Evaluation:**

- Perform Facility Condition Evaluation for Town-Owned properties and facilities to prioritize maintenance and improvement projects.

## Community Amenities

### 13. **Park Installations:**

- Install Drinking Fountains at Peri Park and Doc Edgar Park to provide convenient access to water for park users.

### 14. **Pavilion Kitchen Installation:**

- Complete Pavilion Kitchen Installation and electrical service upgrades to enhance community event capabilities and facilities.



# Town of Fairfax

## 2024-25 Operating Budget

<b>FUND</b>	<b>01 GENERAL FUND</b>
<b>ACTIVITY</b>	<b>510 PUBLIC WORKS ADMIN</b>

### ACTIVITY DESCRIPTION

Administration is responsible for 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.

### DEPARTMENT SUMMARY

FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

### PERSONNEL

	SEE NOTES				
401 REGULAR SALARIES		222,414	275,878	184,735	181,972
411 REG PART-TIME SALARIES		-	-	-	-
415 ACCRUED LEAVE CASHOUT		17,280	2,697	8,869	6,956
421 TEMP EMPLOYEES		-	-	-	-
461 OVERTIME		35,759	7,854	-	-
491 HEALTH INSURANCE		12,345	36,651	24,155	19,073
492 WORKERS COMP.		3,677	9,162	5,991	5,991
493 RETIREMENT		10,863	34,312	24,633	28,071
494 MEDICARE		3,924	3,167	2,617	2,938
495 FICA/PTS		-	-	-	-
496 PERS UAL/SIDEFUND		5,931	7,151	7,157	7,157
611 ALLOWANCES		2,022	2,788	960	1,329
<b>SUBTOTAL PERSONNEL</b>		<b>314,215</b>	<b>379,660</b>	<b>259,117</b>	<b>253,487</b>

### OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE		-	-	-	-	-
731 BLDG-GROUNDS MAINTENANCE		673	1,698	594	625	836
804 TELEPHONE		558	-	-	-	-
811 POSTAGE		488	802	800	556	800
813 OFFICE SUPPLIES		303	670	357	300	374
815 PRINTING		-	-	-	-	-
821 OUTSIDE SERVICES	SEE NOTES	15,339	45,978	50,000	25,470	50,000
822 PROFESSIONAL SERVICES	SEE NOTES	14,864	15,497	18,000	21,869	18,000
823 STORMWATER POLLUTION	SEE NOTES	31,548	34,943	36,000	40,507	40,000
842 SPECIAL DEPT SUPPLIES		1,199	133	1,000	500	1,000
861 MTGS/TRAVEL		-	-	500	2,302	1,000
890 MISCELLANEOUS	SEE NOTES	17,645	1,358	2,100	320	2,100
<b>SUBTOTAL OPERATING</b>		<b>82,617</b>	<b>101,078</b>	<b>109,351</b>	<b>92,450</b>	<b>114,110</b>

### TOTAL DEPARTMENT APPROPRIATION

<b>396,832</b>	<b>480,737</b>	<b>368,468</b>	<b>345,937</b>	<b>372,831</b>
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### Allocation of Positions:

PUBLIC WORKS DIRECTOR		1.00	1.00	0.90	0.90
INTERIM PW DIRECTOR	1.00	-	-	-	-
TOWN MANAGER/PW DIRECTOR	-	-	-	-	-
CONSULTING ENGINEER/PROJ MGR (PT)	0.42	0.42	0.42	-	-
BUILDING OFFICIAL/PW MANAGER	0.25	0.25	0.25	0.10	-

### Total Full Time Equivalent Employees

<b>1.67</b>	<b>1.67</b>	<b>1.67</b>	<b>1.00</b>	<b>0.90</b>
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<b>NOTES:</b>	401 For FY21-22, the full cost of a DPW director is allocated to DPW admin; est. costs \$185k
	821 Consulting PW Project Mgr, Outside Eng services; MTC-PTAP (\$3,000), IWOQ, StreetSaver
	822 one-half Fairfax share of annual Marin Map (\$3,000); Congestion Mgmt Fee (TAM)
	823 MCSTOPPP Fee (\$25,000) , SWRCB Fee (\$7,000)
	890 PW Office clean up/renovation



# Town of Fairfax

## 2024-25 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 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 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES	159,754	165,672	203,690	128,058	183,665
415 ACCRUED LEAVE CASHOUT	3,377	4,624	9,563	-	8,642
461 OVERTIME	2,588	4,087	4,000	5,981	5,000
491 HEALTH INSURANCE	32,756	34,254	38,318	38,318	38,684
492 WORKERS COMP.	5,810	7,298	6,576	9,864	6,850
493 RETIREMENT	19,021	20,278	27,799	17,478	21,055
494 MEDICARE	2,418	2,584	2,873	1,796	2,592
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	16,743	20,187	20,204	20,204	23,025
499 OTHER PAYMENTS	7,875	7,875	-	-	-
611 ALLOWANCES	1,394	1,456	1,521	2,009	1,521
<b>SUBTOTAL PERSONNEL</b>	<b>251,736</b>	<b>268,316</b>	<b>314,543</b>	<b>223,707</b>	<b>291,034</b>

**OPERATING EXPENSES**

641 EQUIPMENT RENTAL	26	-	500	-	500
721 FIELD EQUIP MAINTENANCE	-	-	500	-	500
722 VEHICLE MAINTENANCE	14,448	10,843	15,000	3,833	15,000
723 COMMUNICATION EQUIP MAINT	411	-	-	-	-
725 MERA DEBT SERVICE	846	-	-	-	-
726 MERA MEMBERSHIP FEE	8,997	10,164	10,201	12,732	10,201
731 BLDG-GROUNDS MAINTENANCE	76	1,242	573	1,031	784
802 POWER	-	-	-	-	-
803 DUMP FEES	886	-	500	-	500
804 TELEPHONE	1,242	1,538	1,400	1,647	1,400
806 FUEL	20,749	12,536	20,000	18,218	20,000
813 OFFICE SUPPLIES	48	-	500	669	500
821 OUTSIDE SERVICES	89,468	145,074	120,000	129,671	215,000
841 SMALL TOOLS	1,481	340	1,500	-	1,500
842 SPECIAL DEPT SUPPLIES	33,036	31,866	35,000	31,583	35,000
851 UNIFORM	1,350	1,540	1,540	2,937	1,540
861 TRAVEL/TOLLS	-	-	200	-	200
<b>SUBTOTAL OPERATING</b>	<b>173,065</b>	<b>215,144</b>	<b>207,414</b>	<b>202,319</b>	<b>302,625</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>424,801</b>	<b>483,460</b>	<b>521,957</b>	<b>426,026</b>	<b>593,659</b>
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**Allocation of Positions:**

PUBLIC WORKS DIRECTOR			0.10	0.10	0.10
SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER III	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER I	0.25	0.25	0.25	0.25	0.25

**Total Full Time Equivalent Employees**

<b>2.25</b>	<b>2.25</b>	<b>2.35</b>	<b>2.35</b>	<b>2.35</b>
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<b>NOTES:</b> 497 Overtime charged to Festival Fund for annual festival.				
Maint Worker I - 50% of full-time worker + part-timer				
821 Outside labor for right-of-way clearing & Biennial street markings; Engineering Services; tree trimming inhouse contract services for maint of pavement sections (digouts), retaining walls, drainage, Center Blvd maint FY25 includes \$85,000 for Bike /Ped Masterplan Update financed by TDA/TFCA				
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

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 512 STREET LIGHTING

**ACTIVITY DESCRIPTION**

Provides for the ongoing operation, PG&E payments, and maintenance of street lights & traffic signals through contractual services. The Marin General Services Authority has a master contract for street light maintenance. The Town replaced all residential cobrahead lights with LED streetlights. The energy savings from the new LED fixtures will finance the replacement lights under the PG&E financing program. The Town will also save in maintenance costs.

**DEPARTMENT SUMMARY**

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

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


**SUBTOTAL PERSONNEL**

- - - - -

**OPERATING EXPENSES**

- 802 POWER SEE NOTE
- 821 OUTSIDE SERVICES SEE NOTE
- 822 PROFESSIONAL SERVICES SEE NOTE

82,880	96,743	85,000	111,096	120,000
32,119	72,654	30,000	35,393	50,000
4,500	15,675	10,000	5,014	10,000

**SUBTOTAL OPERATING**

119,499 185,072 125,000 151,503 180,000

**TOTAL DEPARTMENT APPROPRIATION**

119,499 185,072 125,000 151,503 180,000

**Allocation of Positions:**

- MAINT. LEADWORKER
- SENIOR MAINTENANCE WORKER

**Total Full Time Equivalent Employees**

0.00 0.00 0.00 0.00 0.00

<b>NOTES:</b>	802 Street lighting and signal charges by PG&E
	821 Contract with MGSA and DC Electric to provide maintenance of light poles for traffic signal maintenance costs, respectively.
	Basic agreement: Streetlights, traffic
	822 Additional costs to repair traffic signals and crosswalk systems
	Planning for Street light conversion (\$55,000) - future project



# Climate & Environment Department

## About Climate & Environment

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The Climate and Environment Department is dedicated to advancing environmental sustainability and resilience within our community. Comprising a half-time Climate Action Coordinator and a Climate Action Fellow position, shared with the Town of San Anselmo, our department combines efforts to create full-time roles focused on addressing climate challenges.

### Collaborative Approach

Our team collaborates closely with the Climate Action Committee (CAC), external partners such as the Marin Climate & Energy Partnership (MCEP), and other Town staff to coordinate and prioritize climate and environmental initiatives. Together, we identify funding sources and leverage resources to drive meaningful action towards a more sustainable future for all.

## Department Achievements

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### Policy Initiatives

- 1. Fleet Zero-Emissions Vehicle Resolution:**
  - Adopted policy guidelines for transitioning the fleet to zero-emission vehicles.
- 2. Gas Station Ordinance:**
  - Adopted ordinance to prohibit new and expanded gas stations within the town.
- 3. Proclamation for Electric Vehicles (EVs):**
  - Adopted proclamation in support of bidirectional charging for EVs and procurement of bidirectional EVs and charging equipment when practicable.
- 4. Single-Use Foodware Ordinance:**
  - Supported implementation of the single-use foodware ordinance.

### Programs and Partnerships

- 5. Residential Electrification Program:**
  - Partnered with ReadySetReplace/Carbon Free Homes to launch a program assisting homeowners in installing electric appliances.
- 6. Electric Landscape Equipment Rebate Program:**
  - Implemented program to encourage the use of electric landscaping equipment.

### Events and Community Engagement

- 7. EV & E-bike Show:**
  - Hosted event in partnership with the Town of San Anselmo and Ride and Drive Clean.
- 8. Climate Action Workshops and Green Home Tour:**
  - Promoted Resilient Neighborhoods Climate Action Workshops and the Marin Green Home Tour.



### **9. Community Presentations:**

- Presented at the Fairfax Library on reducing greenhouse gas emissions and resident involvement.

## Infrastructure and Project Implementation

### **10. Fleet and Building Upgrades:**

- Purchased Chevy Bolt for the fleet and installed heat pump HVAC system in the Women's Club.

### **11. Waste Management Initiatives:**

- Installed multi-stream waste receptacles in municipal buildings and downtown Fairfax.

### **12. Charging Infrastructure:**

- Installing three Level 2 chargers in the Town Hall parking lot for fleet use.

## Planning and Collaborations

### **13. Marin EV Acceleration Strategy:**

- Developed a work plan to implement actions from the strategy.

### **14. Resilient Libraries Network Pilot:**

- Supported Fairfax Library in planning a community resilience center.

### **15. Countywide Building Electrification Plan:**

- Supported development to equitably electrify existing building stock.

### **16. Organic Waste Diversion:**

- Continued implementation of SB 1383 organic waste diversion requirements in collaboration with partners.

## Department Goals & Objectives

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### **1. Staff Onboarding:**

- Objective: Fill the vacant position and ensure seamless integration of new staff members into departmental processes and initiatives.

### **2. LED Street Light Conversion:**

- Objective: Implement the transition to energy-efficient LED streetlights to reduce energy consumption and carbon emissions.

### **3. EV Charger Installation for Town Fleet:**

- Objective: Expand the infrastructure for electric vehicle (EV) charging stations to support the transition to cleaner transportation options for the Town's fleet.

### **4. Fairfax Serving Events:**

- Objective: Provide funding support for community events aimed at promoting environmental awareness and sustainability, including:
  - EV Ride and Drive Clean: Encourage the adoption of electric vehicles through educational events and test drives.
  - Green Home Tour: Showcase environmentally friendly home designs and practices to inspire sustainable living within the community.



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**            **01 GENERAL FUND**  
**ACTIVITY**        **514 CLIMATE & ENVIRONMENT**

**ACTIVITY DESCRIPTION**

The Climate & Environment Department oversees the implementation and monitoring of the Town's Climate Action Plan (CAP). This includes the development of policies and programs that work towards meeting the CAP goals for greenhouse gas (GHG) emissions reductions and that provide community resiliency through climate adaptation strategies. Department staff work with the Climate Action Committee (CAC), external partners such as the Marin Climate & Energy Partnership (MCEP), and other Town staff on coordination and prioritization of climate and environmental initiatives, as well as identify and apply for funding sources for these initiatives.

**DEPARTMENT SUMMARY**

FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	DRAFT

**PERSONNEL**

401 REGULAR SALARIES	SEE NOTE	73,902	104,061	72,335	112,542
415 ACCRUED LEAVE CASHOUT		4,986	5,003	4,986	5,411
491 HEALTH INSURANCE		16,499	12,516	10,077	13,847
492 WORKERS COMP		3,250	3,250	3,250	3,925
493 RETIREMENT		6,634	8,325	5,787	9,206
494 MEDICARE		1,163	1,122	1,044	1,486
611 ALLOWANCES		960	960	680	960
LESS: REIMBURSEMENT		(41,259)	(67,619)	(49,079)	(73,688)
<b>SUBTOTAL PERSONNEL</b>		-	<b>66,136</b>	<b>67,619</b>	<b>73,688</b>

**OPERATING EXPENSES**

813 OFFICE SUPPLIES		-	500	-	500
821 OUTSIDE SERVICES	SEE NOTE	34,544	85,737	35,000	85,737
822 PROGRAM IMPLEMENTATION	SEE NOTE	31,670	106,750	13,299	31,750
842 SPECIAL DEPT SUPPLIES		324	500	920	500
861 MEETING/CONF & TRAVEL		398	1,000	625	1,000
<b>SUBTOTAL OPERATING</b>		-	<b>66,935</b>	<b>194,487</b>	<b>119,487</b>

**TOTAL DEPARTMENT APPROPRIATION**

-	<b>133,071</b>	<b>262,106</b>	<b>98,923</b>	<b>193,175</b>
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**Allocation of Positions:**

CLIMATE ACTION COORDINATOR		0.50	0.50	0.50
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**Total Full Time Equivalent Employees**

0.50	0.50	0.50
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<b>NOTES:</b>	This activity was included in Dept 616 previously
401	This position is shared with the Town of San Anselmo for three years. Fairfax will be reimbursed for 50%
821	<b>Outside Services</b> includes:
	\$40,000 - Assistance with implementation of Solar APP+ (funded by CalAPP Grant)
	\$25,000 - Pavilion Resilience Hub feasibility study (transfer from Fund 05, Dept 905, Pavilion Microgrid Design & Development)
	\$20,737 - Assistance with SB 1383 implementation (carryover from FY 2022-23; funded by CalRecycle SB 1383 Local Assistance Grant)
822	<b>Program Implementation</b> includes:
	\$ 2,000 - Electric landscape equipment rebate program (carryover from FY 2022-23)
	\$ 5,750 - EV & E-bike show (\$5K); Orange Outlet pilot program (\$2.5K); Marin Green Home Tour sponsorship
	\$15,000 - Streetlight EV charging pilot (approximately \$13,000 available in TAM & MCE rebates)
	\$ 3,000 - Micromobility charging network (\$1,500 available per level 1 charger from TAM)
	\$ 1,000 - Outreach materials (\$2,400 carryover from FY 2022-23)
	\$ 5,000 - Electric appliance rebate program (\$10,000 carryover from FY 2022-23)



# Parks Maintenance

## About Parks Maintenance

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The Parks Maintenance division plays a crucial role in preserving and enhancing the natural beauty and recreational amenities of our community. Our dedicated team, consisting of one Senior Maintenance Worker and 0.25 Maintenance Worker, works to maintain all Town-owned parks, including Peri, Bolinas, "Doc" Edgar, and Frank Lawrence.

Additionally, we oversee the upkeep of parking lots and landscaped areas, ensuring they remain safe and inviting spaces for residents and visitors alike.

### **Responsibilities and Activities**

Our staff diligently carries out various tasks, from routine maintenance to repairing park equipment as needed. We also provide essential support for Town-sponsored events such as the Fairfax Festival, contributing to the success and enjoyment of these community gatherings. Furthermore, the Parks Maintenance team assists the Streets Division whenever required, embodying a spirit of collaboration and teamwork within the Public Works Department.

\*Accomplishments, goals, and objectives are listed under the Public Works Department.



# Town of Fairfax

## 2024-25 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 department is responsible for turf maintenance, irrigation management, weed abatement, trash removal and general clean-up of the downtown.

### DEPARTMENT SUMMARY

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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### PERSONNEL

401 REGULAR SALARIES	105,714	120,979	124,594	124,349	130,165
411 REG PART-TIME SALARIES	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	3,792	8,381	5,791	3,566	6,051
461 OVERTIME	2,533	2,952	-	3,090	-
491 HEALTH INSURANCE	36,986	40,377	40,685	41,776	46,313
492 WORKERS COMP.	3,869	4,892	4,024	5,589	4,852
493 RETIREMENT	11,734	13,770	15,616	15,540	16,365
494 MEDICARE	1,610	1,926	1,758	1,817	1,836
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	9,280	11,192	11,199	10,986	12,762
611 ALLOWANCES	5,988	5,250	1,350	921	1,350
<b>SUBTOTAL PERSONNEL</b>	<b>181,505</b>	<b>209,719</b>	<b>205,017</b>	<b>207,634</b>	<b>219,696</b>

### OPERATING EXPENSES

641 EQUIPMENT RENTAL	333	-	900	-	900
721 FIELD EQUIP MAINT.	-	-	500	-	500
722 VEHICLE MAINTENANCE	452	583	500	15,521	500
801 WATER	47,514	30,987	25,000	31,171	25,000
802 POWER	1,196	2,020	2,000	1,052	2,000
821 OUTSIDE SERVICES	25,834	28,347	32,000	47,523	40,000
841 SMALL TOOLS	3,172	4,227	4,500	-	4,500
842 SPECIAL DEPT SUPPLIES	7,883	10,566	10,000	5,881	10,000
851 UNIFORM	834	638	638	638	638
881 SPECIAL SERVICES	-	-	-	-	-
<b>SUBTOTAL OPERATING</b>	<b>87,218</b>	<b>77,368</b>	<b>76,038</b>	<b>101,786</b>	<b>84,038</b>

### TOTAL DEPARTMENT APPROPRIATION

**268,723      287,087      281,055      309,420      303,734**

### Allocation of Positions:

SENIOR MAINTENANCE WORKER	1.00	1.00	1.00	1.00	1.00
MAINT. WORKER I	0.50	0.50	0.50	0.50	0.50

### Total Full Time Equivalent Employees

**1.50      1.50      1.50      1.50      1.50**

NOTES: 821 Tree trimming and replacement of sidewalk trees.  
 Maintenance of Peri park redwoods  
 Trail Maintenance



# Recreation & Community Services Department

## About Us

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### Personnel

Our department consists of dedicated part-time hourly staff, including:

- 1 Recreation and Community Service (RCS) Manager (0.7 FTE)
- 1 Events & Volunteers (E&V) Coordinator (0.5 FTE)

This totals 1.2 FTE hourly/part-time employees.

### Our purpose

The Fairfax Recreation and Community Services Department unites the efforts of town staff members who are committed to enhancing community services, providing diverse classes, and organizing engaging events.

### Roles and Responsibilities

The RCS Manager plays a pivotal role in overseeing various aspects of the department, including classes, Pavilion rentals, park projects, and recreational programs for youth and seniors. Meanwhile, the E&V Coordinator focuses on the seamless coordination of town events and activities, along with supporting the Parks and Recreation Commission (PARC) and Volunteer Board initiatives.

Through the combined efforts of our team, Fairfax Recreation has significantly enhanced local community services, optimized the utilization of our buildings and parks, and bolstered revenue for the Town of Fairfax.

### Financial Support

Thanks to the support from Measure F and the General Fund, we have been able to establish high-quality and affordable events and programs that cater to the diverse needs of our community.

## Department Achievements

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### Program Development and Outreach

- 1. Seasonal Recreational Guides:**
  - Developed and oversaw distribution to all Fairfax households and out-of-town households.
- 2. Age Friendly Fairfax Initiative:**
  - Created and delivered 90+ gift baskets to 23 residents.
- 3. Partnership Programs:**
  - Maintained existing partnerships and established 6 new collaborations benefiting the town.
- 4. Artist in Residence Collaborative Projects:**
  - Supported and managed various artistic endeavors.

## Reporting and Financials

### 1. Quarterly Reports:

- Provided all quarterly reports to Town Council.

## Classes and Events

### 1. Classes and Events Management:

- Maintained and enhanced over 50 classes and events for all age groups, including summer camps.

### 2. Annual Fairfax Craft Faire:

- Hosted with over 45 vendors, including 8 youth crafters.

### 3. Special Events:

- Hosted town-wide picnic with over 500 attendees.
- Organized menorah lighting ceremony and Alice in Wonderland tea party.
- Organized Spring Egg Hunt for 300 children.
- Hosted various activities such as receptions, mural painting, and sign development.

## Facility Enhancements and Art Installations

### 1. Art Installations:

- Oversaw the development of new signs and painting of murals.
- Approved various mural projects and art installations.

### 2. PARC Achievements:

- Approved summer music concerts, memorial benches, and sponsored events.

## Summer Camps and Fee-Based Classes

### 1. Summer Camps:

- Organized various camps including Skate, Tennis, Spanish, Basketball, Soccer, Art and Nature, and Counselor in Training Program.

### 2. Fee-Based Classes:

- Offered a range of classes such as Chi Gong, Full Body Fitness, Adult Basketball, etc.
- Introduced new programs like Soulful Yoga, Braveheart Soccer, etc.

## Donation-Based and Partnership Programs

### 1. Donation-Based Programs:

- Offered donation-based programs like Valentine's Playshop, Outdoor Yoga, etc.

### 2. Partnership Programs:

- Collaborated with organizations for birthday party rentals and other activities.

## Department Goals & Objectives

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### Community Engagement and Support

#### 1. **Volunteer Recruitment:**

- Recruit more volunteers to help support PARC-sponsored events to enhance community engagement and event effectiveness.

### Fundraising and Resource Expansion

#### 2. **Fundraising Exploration:**

- Explore fundraising opportunities for PARC to increase bandwidth and resources for organizing events and community programs.

### Cultural and Artistic Enhancement

#### 3. **Mural Expansion:**

- Pursue additional mural sites for artists in the community to promote cultural vibrancy and public art appreciation.

### Facility and Park Development

#### 4. **Peri Park Master Plan:**

- Develop a Master Plan for Peri Park with the assistance of a consultant to optimize park usage, facilities, and amenities for community members.

#### 5. **Art in the Parkade Enhancement:**

- Improve the Art in the Parkade installation site with lighting and signage to enhance visibility and aesthetic appeal for showcasing community art.



# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 616 COMMUNITY SERVICES

**ACTIVITY DESCRIPTION**

Formerly "Volunteers for Fairfax", program is designed to accomplish a variety of community involvement projects through a program of recruiting community volunteers. The Volunteer Board consists of five community members appointed by Council. The activities include creek cleanup for flood prevention, and community service, annual town-wide picnic, and the holiday craftes fair & wreath making event are funded under this division. The Volunteers also provide support to the Fairfax Food Pantry and the Community Garden.

**DEPARTMENT SUMMARY**

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

411 REGULAR PT SALARIES	SEE NOTE	23,900	29,559	27,900	25,239	28,522
491 HEALTH/LIFE INS		750	5,748	750	2,083	750
492 WORKERS COMP		873	923	880	880	1,005
493 RETIREMENT		3,109	4,516	3,962	3,441	4,070
494 MEDICARE		323	625	372	328	380
496 PERS UAL/SIDEFUND		3,000	2,272	2,741	2,581	3,124
611 ALLOWANCES		300	2,335	300	284	300
<b>SUBTOTAL PERSONNEL</b>		<b>32,255</b>	<b>45,978</b>	<b>36,906</b>	<b>34,837</b>	<b>38,151</b>

**OPERATING EXPENSES**

711 OFFICE EQUIP MAINT.		-	-	165	-	165
801 WATER	SEE NOTE		-	221	-	221
804 TELEPHONE		271	271	772	277	772
811 POSTAGE		550	488	441	556	441
813 OFFICE SUPPLIES		979	662	551	1,033	551
822 TAM SERVICES			4,495	-	-	-
842 SPECIAL DEPT SUPPLIES	SEE NOTE	3,275	5,603	5,000	4,860	5,000
<b>SUBTOTAL OPERATING</b>		<b>5,074</b>	<b>11,519</b>	<b>7,150</b>	<b>6,727</b>	<b>7,150</b>

**TOTAL DEPARTMENT APPROPRIATION**

**37,329      57,497      44,056      41,564      45,301**

**Allocation of Positions:**

EVENTS & VOLUNTEER COORDINATOR		0.25	0.25	0.25	0.25	0.25
SUSTAINABILITY COORD	SEE NOTE		0.50			

**Total Full Time Equivalent Employees**

**0.25      0.75      0.25      0.25      0.25**

**NOTES:** This department was formerly 216  
 801 Water for Community Garden  
 842 Includes Volunteer recognition expenses & picnic expenses; \$1200 for Food Pantry  
 411 Shared sustainability coordinator (FY22) with San Anselmo now is Dept 514





# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 617 RECREATION EVENTS

**ACTIVITY DESCRIPTION**

The Recreation Department provides recreational activities and events for the citizens of Fairfax. Staff works with the Parks & Recreation Commission (PARC) on programs and projects such as the Peri Park renovation and Artist Collaboration. Special Events include music festivals, the Spring Egg hunt, monthly senior lunch gatherings and park clean-up days.

**DEPARTMENT SUMMARY**

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES	15,592	18,016	25,734	18,201	36,833
411 REGULAR PT SALARIES	22,188	27,164	19,553	25,239	25,162
415 ACCRUED LEAVE CASHOUT	-	-	-	-	-
491 HEALTH INSURANCE	3,339	4,266	4,835	4,461	1,922
492 WORKERS COMP	1,511	1,804	1,804	1,941	2,189
493 RETIREMENT	4,480	5,649	6,743	6,168	7,968
494 MEDICARE	536	633	604	592	828
496 PERS UAL/SIDEFUND	2,745	5,193	5,182	3,670	5,921
611 ALLOWANCES	2,913	1,188	300	213	420
<b>SUBTOTAL PERSONNEL</b>	<b>53,303</b>	<b>63,913</b>	<b>64,755</b>	<b>60,485</b>	<b>81,243</b>

**OPERATING EXPENSES**

811 POSTAGE	-	-	-	-	-
813 OFFICE SUPPLIES	-	-	-	-	-
821 OUTSIDE SERVICES	-	44	-	-	-
878 FFX ARTS & CULTURE COLLAB	7,664	3,755	10,000	9,712	10,000
881 SPECIAL SERVICES	3,444	1,345	1,200	1,045	5,000
<b>SUBTOTAL OPERATING</b>	<b>11,108</b>	<b>5,145</b>	<b>11,200</b>	<b>10,757</b>	<b>15,000</b>

SEE NOTE  
SEE NOTE

**TOTAL DEPARTMENT APPROPRIATION**

**64,412      69,057      75,955      71,242      96,243**

**Allocation of Positions (FTE):**

RECREATION & COMM SERV DIRECTOR	0.21	0.21	0.14	0.14	0.14
EVENTS & VOLUNTEER COORDINATOR			0.25	0.25	0.25
ADMIN ASST II	0.25	0.25	0.25	0.25	0.25

**Total Full Time Equivalent Employees**

**0.55      0.46      0.64      0.64      0.64**

**NOTES:**

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>878 Fairfax Arts &amp; Culture Collaborative</b>					
- Artist in Residence	4,000		4,500		
- Fairfax Theater Co	3,177		3,500		
- Art Collaboration Activities	487		3,500		
<b>881 Special Services</b>					
- Spring Egg Hunt			400		
- Alice in Wonderland Tea			400		
- Special Events			400		

Recreation program costs are offset by participant fees charged in 01-080-903



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**            **01 GENERAL FUND**  
**ACTIVITY**        **621 RECREATION CLASSES/ACTIVITIES**

**ACTIVITY DESCRIPTION**

Fairfax Recreation and Community Services Department (formerly FOCAS and Volunteers) is a department formed in 2011 (after the split from San Anselmo) that brings together and better coordinates the resources of town staff who all focus on community services, classes, recreational activities, events and committee work for the town/community. Fairfax Recreation and Community Services's (RCS) mission is to improve community services and activities for youth, adults, and seniors as well as enhance utilization of Town buildings and parks within budgetary resources.

**DEPARTMENT SUMMARY**

	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

411 REGULAR PT SALARIES	133,057	74,164	56,907	72,664	50,496
415 ACCRUED LEAVE CASHOUT	-	-	-	-	-
491 HEALTH/LIFE INS	3,040	1,385	1,050	1,500	1,050
492 WORKERS COMP.	2,336	2,940	1,808	1,808	1,794
493 RETIREMENT	10,285	5,875	4,553	5,813	4,131
494 MEDICARE	1,907	1,027	765	975	679
495 FICA/PTS	-	-	-	-	-
611 ALLOWANCES	8,150	650	420	590	420
<b>SUBTOTAL PERSONNEL</b>	<b>158,775</b>	<b>86,041</b>	<b>65,502</b>	<b>83,350</b>	<b>58,569</b>

**OPERATING EXPENSES**

804 TELEPHONE	2,266	892	900	680	900
805 CABLE	-	-	-	-	-
821 OUTSIDE SERVICES	8,155	18,307	20,000	23,520	25,000
822 PROFESSIONAL SERVICES	178	135	-	-	-
842 SPECIAL DEPT SUPPLIES	5,002	3,551	4,000	4,285	4,000
843 SENIOR PROGRAMS	18,890	19,704	25,000	18,301	25,000
861 MEETING/CONF & TRAVEL	-	-	225	-	3,000
881 SPECIAL SERVICES	5,840	5,151	5,000	4,549	6,000
890 MISCELLANEOUS	1,597	1,633	1,600	878	1,600
<b>SUBTOTAL OPERATING</b>	<b>41,929</b>	<b>49,373</b>	<b>56,725</b>	<b>52,214</b>	<b>65,500</b>

<b>TOTAL DEPARTMENT APPROPRIATION</b>	<b>200,705</b>	<b>135,414</b>	<b>122,227</b>	<b>135,563</b>	<b>124,069</b>
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**Allocation of Positions (FTE) :**

REC & COMM SERVICES MANAGER	0.80	0.44	0.49	0.49	0.49
MARKETING & COMMUNICATION SPECIALIST	0.50	0.50	0.20	0.20	-

<b>Total Full Time Equivalent Employees</b>	<b>1.30</b>	<b>0.63</b>	<b>0.69</b>	<b>0.69</b>	<b>0.49</b>
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<b>NOTES:</b>					
821 Includes class/program instructors for newborn, toddlers, and school aged/teens.					
Instructors are compensated based on a 70/30 split of class revenues.					
Classes are held outdoors, at Womens Club & Pavilion, and online					
<b>Recreation programs are offset by participant fees charged in 01-090-904 &amp; fundraising 01-090-790</b>					
843 Senior programs are free to participants with priority to Fairfax residents (through Special Purpose Tax)					



# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 01 GENERAL FUND  
**ACTIVITY** 622 SUMMER CAMPS

**ACTIVITY DESCRIPTION**

Summer Camps in Fairfax started with one week of Camp Earth in 2009 and expanded to Camp Fairfax offering consecutive weeks towards the end of summer. Since then, it has expanded to include summer camps all summer long with a variety of offerings, such as, Skate Camp, Art and Nature, Spanish, Counselor in Training program and more.

**DEPARTMENT SUMMARY**

FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

411 REGULAR PT SALARIES		4,321	4,130	-	11,468
492 WORKERS COMP.		183	-	-	-
494 MEDICARE		60	75	-	159
495 FICA/PTS		310	192	-	160
492 WORKERS COMP.			-	-	561
<b>SUBTOTAL PERSONNEL</b>		-	<b>4,874</b>	<b>4,397</b>	<b>-</b>

**OPERATING EXPENSES**

821 OUTSIDE SERVICES	SEE NOTE			-	-	9,000
822 PROFESSIONAL SERVICES		6,448	4,935	8,245	8,059	
842 SPECIAL DEPT SUPPLIES		2,093	1,610	1,000	2,303	2,000
890 MISCELLANEOUS		-	-	-	-	-
<b>SUBTOTAL OPERATING</b>		<b>8,541</b>	<b>6,545</b>	<b>9,245</b>	<b>10,362</b>	<b>11,000</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>8,541</b>	<b>11,419</b>	<b>13,642</b>	<b>10,362</b>	<b>23,347</b>
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**Allocation of Positions:**

RECREATION & COMM SERV MANAGER			0.07	0.07	0.07
SUMMER CAMP COUNCILORS			0.10	0.10	0.10

**Total Full Time Equivalent Employees**

<b>0.17</b>	<b>0.17</b>	<b>0.17</b>
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**NOTES:**

821 Expenses are offset by tuition fees and donations.

Summer Camp staffing, RCS Manager, Camp Director, Counselors and Specialty teachers.

Recreation program costs are offset by participant fees charged in 01-090-822

Skate Camp (2 weeks): 8 campers @ \$150	1,200
Art and Nature Camp: 8 campers @ @ \$225	1,800
Spanish Camp: 10 campers @ \$300	3,000
Camp Fairfax (2 weeks, 5 hours/day): 8 campers @ \$330	2,640
Basketball Camp 10 campers @ \$375	3,750
CIT Program 8 campers @ \$100	800
	\$ 13,190





# Town of Fairfax

## 2024-25 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 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES	15,120	15,120	17,228	17,756	18,642
421 TEMP LABOR	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	-	-	828	-	896
461 OVERTIME	330	330	-	617	-
491 HEALTH INSURANCE	6,316	6,316	6,803	9,220	8,287
492 WORKERS COMP.	572	572	580	806	701
493 RETIREMENT	1,168	1,168	1,378	1,421	1,525
494 MEDICARE	215	215	245	242	265
611 ALLOWANCES	1,094	1,094	225	251	225
<b>SUBTOTAL PERSONNEL</b>	<b>24,815</b>	<b>24,815</b>	<b>27,287</b>	<b>30,312</b>	<b>30,541</b>

**OPERATING EXPENSES**

731 BLDG-GROUNDS MAINT.	SEE NOTE	43,353	43,353	28,321	29,779	39,603
801 WATER		1,445	1,445	1,600	1,161	1,600
802 POWER		802	802	2,500	612	2,500
803 SANITARY		2,545	2,545	3,400	2,600	3,400
804 TELEPHONE		491	491	450	559	450
821 OUTSIDE SERVICES		-	-	500	-	500
822 PROFESSIONAL SERVICES	SEE NOTE	-	-	5,500	-	5,500
841 SMALL TOOLS		-	-	-	-	-
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,496	2,496	2,000	1,828	2,000
851 UNIFORM		106	106	106	133	106
<b>SUBTOTAL OPERATING</b>		<b>51,238</b>	<b>51,238</b>	<b>44,377</b>	<b>36,672</b>	<b>55,659</b>

**TOTAL DEPARTMENT APPROPRIATION**

<b>76,053</b>	<b>76,053</b>	<b>71,664</b>	<b>66,983</b>	<b>86,200</b>
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**Allocation of Positions:**

MAINT. WORKER I	0.25	0.25	0.25	0.25	0.25
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**Total Full Time Equivalent Employees**

<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
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**NOTES:**

- 731 Increased janitorial costs due to Covid-19 and increase from 3 days to 5 days per week service
- 822 Includes alarm, pest control. Janitor moved to 731 (alloc from 911)
- 842 Supplies necessary for the upkeep of the rental buildings including cleaning supplies.  
Repainting and exterior repairs - Includes landscaping



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**                    **01 GENERAL FUND**  
**ACTIVITY**                **715 NON DEPARTMENTAL**

**ACTIVITY DESCRIPTION**

This activity is to cover General Fund expenditures for items not funded directly by other departments.

DEPARTMENT SUMMARY	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

491	RETIREE HEALTH BENEFITS	SEE NOTE	82,204	79,722	89,372	89,372	93,841
492	WORKERS COMP ADJ		34,752	14,982		18,394	
493	RETIREMENT/PARS				13,230	-	13,892
<b>SUBTOTAL PERSONNEL</b>			<b>116,956</b>	<b>94,704</b>	<b>102,602</b>	<b>107,766</b>	<b>107,732</b>

**OPERATING EXPENSES**

822	PROFESSIONAL SERVICES	SEE NOTE	178,144	338,841	251,266	251,266	260,950
842	SPECIAL DEPT SUPPLIES		663	980	4,410	4,410	4,631
871	LIAB & PROP INSURANCE	SEE NOTE	243,737	302,368	346,577	339,372	359,310
881	SPECIAL SERVICES	SEE NOTE	3,748	2,135	105,840	105,840	61,000
890	MISCELLANEOUS	SEE NOTE	4,442	19,660	150,000	2,045	25,000
891	CLAIMS - WC / SETTLEMENTS	SEE NOTE	18,583	55,023	150,000	42,669	150,000
895	COUNTY LOANS	SEE NOTE	114,133	118,130	-	-	-
896	CERTB/OPEB		100,000	-	150,000	150,000	150,000
<b>SUBTOTAL OPERATING</b>			<b>663,450</b>	<b>837,137</b>	<b>1,158,093</b>	<b>895,602</b>	<b>1,010,891</b>

**TOTAL DEPARTMENT APPROPRIATION**

**780,406      931,841      1,260,695      1,003,368      1,118,623**

NOTES:	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
822 ASSOC OF BAY AREA GOVTS (ABAG)	2,459	2,459	2,603	2,863	2,863
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	5,748	5,748	9,000	9,000	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	16,760	16,760	16,716	17,078	16,716
COUNTYWIDE HOMELESS PROGRAM (SAN RAFAEL)	11,781	11,781	11,781	11,781	16,000
FAIRFAX CHAMBER OF COMMERCE			500	500	5,000
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,912	4,912	5,000	5,190	5,200
MARIN COUNTY TAX COLLECTOR (LAFCO)	4,770	4,770	8,000	5,542	6,085
MARIN COUNTY TRANSIT DIST (YELLOW BUS)			35,500	35,500	36,920
MARIN GENERAL SERVICES (Humane Society, General, Mediation )	104,003	104,003	133,166	133,166	133,166
MARIN IT, INC (IT MAINT & EQUIP)	23,080	23,080	24,000	24,000	25,000
OTHER (FY 20-21 Small Business Rec.Fund MARILINK.Inc)	4,630	4,630	5,000	5,000	5,000
	<b>178,143</b>	<b>178,143</b>	<b>251,266</b>	<b>249,621</b>	<b>260,950</b>

- 491 includes CalPERS PEMHCA payments and OPEB retiree payments
- 871 Insurance is provided through Bay Cities Joint Powers Insurance Agency. FY24 Premiums shown net of \$45K from reserves  
Includes BCJPIA (\$322,996) and FEMA flood insurance (\$36,314)
- 881 for chipper & pickup services; vegetation management; lower income grants  
Portion of costs are offset by MSS franchise agreement which provides \$10,000/yr (debris boxes)
- 890 Includes funding for Compensation study and equity adjustments
- 891 Allocation for Worker's Comp claims and settlements



# Town of Fairfax

## 2024-25 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.

<b>DEPARTMENT SUMMARY</b>	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**PERSONNEL**

401 REGULAR SALARIES				-	
421 TEMP EMPLOYEES	-	-		-	
415 ACCRUED LEAVE CASHOUT	-	-		-	
461 OVERTIME	-	-		-	
491 HEALTH INSURANCE	-	-		-	
492 WORKERS COMP.	-	-		-	
494 MEDICARE	-	-		-	
495 FICA/PTS	-	-		-	
497 PAYROLL TSFR	-	-		-	
<b>SUBTOTAL PERSONNEL</b>	-	-	-	-	-

**OPERATING EXPENSES**

803 SANITARY/DUMP				-	
821 OUTSIDE SERVICES	4,287	7,142	3,000	36,799	37,000
822 PROFESSIONAL SERVICES	73,252	57,534	50,000	37,565	38,000
842 SPECIAL DEPT SUPPLIES	6,992	8,198	6,000	7,699	7,500
851 CLOTHING	-	-		-	
<b>SUBTOTAL OPERATING</b>	<b>88,266</b>	<b>72,875</b>	<b>59,000</b>	<b>82,063</b>	<b>82,500</b>
<b>SUBTOTAL APPROPRIATION</b>	<b>88,266</b>	<b>72,875</b>	<b>59,000</b>	<b>82,063</b>	<b>82,500</b>

**ALLOCATION TO DEPARTMENTS**

731 BLDG-GROUNDS MAINT.	(88,266)	(72,875)	(59,000)	(82,063)	(82,500)
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**TOTAL DEPARTMENT APPROPRIATION**

(0)                    (0)                    -                    -                    -

**Allocation of Positions:**

MAINT. LEADWORKER                    -

**Total Full Time Equivalent Employees**

**ALLOCATION OF BUILDING MAINTENANCE**

		FY 23	JANITOR	OTHER	FY 24
<b>TO DEPARTMENTS:</b>					
211 TOWN MANAGER		2,927	3,721	372	4,070
221 TOWN CLERK		2,946	3,745	375	4,116
241 FINANCE		2,946	3,745	375	4,116
311 PLANNING		2,981	3,790	379	4,200
321 BUILDING INSP		2,968	3,773	377	4,168
411 POLICE		14,742	18,740	1,874	20,607
510 PUBLIC WORKS ADM		594	756	76	836
511 STREET MAINT/PW		573	728	73	784
625 RENTAL - W/C PAVILION		28,321	36,002	3,600	39,603
		<b>59,000</b>	<b>75,000</b>	<b>7,500</b>	<b>82,500</b>

<b>NOTES:</b>	822 Repairs & maintenance
	Increased Janitorial costs due to Covid-19
	842 Supplies/materials needed for upkeep of town-owned buildings



# Town of Fairfax

## 2024-25 Operating Budget

**FUND            02 DRY PERIOD**  
**DEPT            715 MISCELLANEOUS**

The Dry Period fund is a reserve account of the General Fund used to provide for emergencies or economic downturns. Town policy (Resolution 11-9 adopted 3/2/11) is to maintain a reserve balance 25% of General Funds expenditures. Council identified the optimal balance to be \$1,000,000. This reserve is part of the overall reserves for General Funds. Use of this fund requires Town Council approval.

FUND SUMMARY	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>	1,000,000	1,000,000		1,000,000	1,000,000
<b>REVENUES</b>					
050    502 INVESTMENT EARNINGS				-	
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-
<b>APPROPRIATIONS</b>					
				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725    901 TSFR TO 01-GENERAL FUND				-	
100    931 TSFR FROM 01-GENERAL FUND				-	
<b>SUBTOTAL TRANSFER</b>	-	-	-	-	-
<b>NET DEPARTMENT ACTIVITY</b>	-	-	-	-	-
<b>ENDING FUND BAL</b>	1,000,000	1,000,000		1,000,000	1,000,000

**COMPONENTS OF FUND BALANCE:**

NOTES:					
CALCULATION OF GENERAL FUND RESERVE BALANCE					
General Funds Appropriations			14,865,278	100.0%	
Fund #	Description			Approp.	
02	Dry Period Reserve	Undesignated	1,000,000	6.7%	
01	General Fund	Undesignated	1,995,934	13.4%	
03	Equipment Replacement	Designated	157,882	1.1%	
04	Building & Planning Fees	Designated	90,005	0.6%	
05	Building Reserve	Designated	106,536	0.7%	
06	Retirement	Designated	377,870	2.5%	
08	Office Equipment	Designated	25,590	0.2%	
<b>Total General Fund Reserves</b>			<b>3,753,818</b>	<b>25.3%</b>	
			Designated	757,884	5.1%
			Undesignated	2,995,934	20.2%
Designated means identified for future, specific use					



# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 03 FIELD EQUIP/VEHICLE REPLACEMENT  
**DEPT** 923 EQUIP REPLACEMENT

The Field Equipment/Vehicle Replacement fund is a component of the General Fund used to provide financing for major equipment purchases and leases. Fund Balance represents reserves for future equipment/vehicle purchases.

In FY19, Fund 05 - Communications Equip Replacement has been rolled into this fund

In 2007, the Town received \$249,000 in Clean Renewable Energy Bonds (CREBS) to install Solar Panels at the Pavilion capable of generating 25 kW AC. Estimated energy savings were \$1,888 per year for the 25 year life.

<b>FUND SUMMARY</b>		FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>		194,074	327,899		243,355	226,882
<b>REVENUES</b>						
090 901 SALE OF ASSETS		44,322	28,000		-	
<b>SUBTOTAL REVENUES</b>		<b>44,322</b>	<b>28,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
903 920 SOLAR PANEL LEASE	SEE NOTE	16,600	16,600		-	-
923 921 FIELD EQUIPMENT	SEE NOTE	(6,102)	220,944	150,000	116,472	169,000
<b>SUBTOTAL APPROPRIATIONS</b>		<b>10,498</b>	<b>237,544</b>	<b>150,000</b>	<b>116,472</b>	<b>169,000</b>
<b>TRANSFERS</b>						
100 931 TSFR FROM 01-GEN FUND	SEE NOTE	100,000	125,000	100,000	100,000	100,000
<b>SUBTOTAL TRANSFER</b>		<b>100,000</b>	<b>125,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>133,824</b>	<b>(84,544)</b>	<b>(50,000)</b>	<b>(16,472)</b>	<b>(69,000)</b>
<b>ENDING FUND BAL</b>		<b>327,899</b>	<b>243,355</b>		<b>226,882</b>	<b>157,882</b>

**COMPONENTS OF FUND BALANCE:**

VEHICLE REPLACEMENT RESERVE

157,882

<b>NOTES:</b>	FY 2021-22	FY 2022-23	FY24 BUD	FY 2023-24	FY25 BUD
996 FY09 SOLAR PANEL LEASE	16,600	16,600			
921 FIELD EQUIPMENT		14,283			
RADIO					
MOBILE COMPUTING				CARRYOVER	30,000
<b>Note</b> Maintenance costs for equipment is charged to the specific department using the equipment.					
<b>VEHICLES</b>					
FY23 POLICE CAR (2)		129,147			
FY24 FLEET ELECTRIFICATION			150,000		
FY24 POLICE CAR (EV)				CARRYOVER	64,000
FY25 POLICE CAR (EV)					75,000
REPLACE GAS POWERED EQ		60,914			
<b>TOTAL</b>	<b>16,600</b>	<b>220,944</b>	<b>150,000</b>	<b>-</b>	<b>169,000</b>
931 Vehicle replacement reserve to (1)replace vehicles subject to environmental legislation; and (2) police vehicles					





# Town of Fairfax

## 2024-25 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 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>	60,018	249,551		152,017	99,105
<b>REVENUES</b>					
030 311 BUILDING PERMITS	157,400	182,365	170,000	208,381	210,000
030 312 GENERAL PLAN MAINTENANCE FEES	6,929	7,208	6,000	8,303	8,000
030 313 TECHNOLOGY IMPROVEMENT FEES	9,252	9,488	8,500	10,485	10,000
030 314 ENCROACHMENT FEES	-	-	-	933	-
030 315 HOUSING INSPECTIONS	50,396	27,015	46,000	18,511	20,000
030 316 STATE GREEN FEES	724	846	750	813	800
030 317 SEISMIC FEES	1,690	1,912	1,450	1,884	2,000
030 318 PLAN RETENTION	577	252	300	32	100
030 319 STREET UTILITY ENCROACHMENT PERMITS	87,393	102,173	72,000	109,985	100,000
030 320 ROAD IMPACT FEES	190,358	190,577	177,000	197,841	200,000
030 321 INFRASTRUCTURE IMPROV FEES	9,252	9,487	8,500	10,465	10,000
<b>TOTAL PERMITS AND FEES</b>	<b>513,970</b>	<b>531,323</b>	<b>490,500</b>	<b>567,633</b>	<b>560,900</b>
080 801 ZONING & FILING FEES	82,780	118,559	55,000	98,116	100,000
080 805 BUILDING PLAN CHECK FEES	67,833	30,432	50,000	71,195	70,000
080 806 ENGINEERING PLAN CHECKS	24,950	9,153	30,000	7,310	10,000
080 814 MISCELLANEOUS	-	13,000		2,833	
<b>TOTAL CURRENT CHARGES</b>	<b>175,563</b>	<b>171,144</b>	<b>135,000</b>	<b>179,455</b>	<b>180,000</b>
<b>SUBTOTAL REVENUES</b>	<b>689,533</b>	<b>702,466</b>	<b>625,500</b>	<b>747,087</b>	<b>740,900</b>
<b>APPROPRIATIONS</b>					
				-	
				-	
				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725 971 TSFR TO 01-GENERAL FUND	(500,000)	(800,000)	(600,000)	(800,000)	(750,000)
<b>SUBTOTAL TRANSFER</b>	<b>(500,000)</b>	<b>(800,000)</b>	<b>(600,000)</b>	<b>(800,000)</b>	<b>(750,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>189,533</b>	<b>(97,534)</b>	<b>25,500</b>	<b>(52,913)</b>	<b>(9,100)</b>
<b>ENDING FUND BAL</b>	249,551	152,017		99,105	90,005
<b>COMPONENTS OF FUND BALANCE:</b>					
UNRESERVED	32,897	97,132		43,220	34,120
RESERVED - PLANNING DEPOSITS	148,063	54,885		55,885	55,885

<b>NOTES:</b>	
Reserves are for economic downturns and deposits from developers.	
Victory Village reimbursement agreement defers \$210,000 of revenues for five years	
Street Opening is encroachment permits for road work (e.g., PG&E, utilities)	



# Town of Fairfax

## 2024-25 Operating Budget

**FUND 05 BUILDING IMPROVEMENT**  
**DEPT 905 TOWN FACILITY IMPROVEMENT**

Formerly the Communication Equipment Replacement fund, which has been consolidated with Fund 05-Field Equipment. The Building Improvement Fund is a component of the General Fund used to provide financing for major improvements to Town Facilities including Town Hall, Police Department, Fire Department, Community Center and the Women's Club.

FUND SUMMARY		FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>		66,421	87,816		167,956	178,536
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
924 921 FIELD EQUIPMENT			436			
905 932 ENERGY IMPROVEMENTS SEE NOTE			4,500	75,000	8,434	
905 821 OUTSIDE SERVICES SEE NOTE		22,230	39,925	175,000	105,986	197,000
<b>SUBTOTAL APPROPRIATIONS</b>		<b>22,230</b>	<b>44,861</b>	<b>250,000</b>	<b>114,420</b>	<b>197,000</b>
<b>TRANSFERS</b>						
725 971 TSFR TO 03-EQUIPMENT REPLACEMENT						
100 931 TSFR FROM 01-GENERAL FUND		90,000	125,000	125,000	125,000	125,000
<b>SUBTOTAL TRANSFER</b>		<b>90,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>21,395</b>	<b>80,139</b>	<b>(25,000)</b>	<b>10,580</b>	<b>(72,000)</b>
<b>ENDING FUND BAL</b>		<b>87,816</b>	<b>167,956</b>		<b>178,536</b>	<b>106,536</b>

**COMPONENTS OF FUND BALANCE:**

DESIGNATED FOR BUILDING IMPROVEMENT  
 UNDESIGNATED 106,536

**CURRENT PROJECTS:**

	TOTAL	FY25
FIRE STATION MODIFICATIONS	600,000	150,000
FACILITIES ASSESSMENT	35,000	35,000
UPGRADE PHONES - REPLACE CENTRIX WITH HOSTED VoIP	12,000	12,000
COMMUNITY CENTER UPGRADE/SEWER LINES	80,000	-
TOWN HALL - OFFICE MODIFICATIONS	70,000	-
WOMEN'S CLUB/TOWN HALL ELECTRIFICATION & ENERGY IMPROVEMENTS	50,000	now cip
PAVILION MICROGRID DESIGN & DEVELOPMENT (moved to dept 514)	25,000	see 514
<b>TOTALS</b>	<b>872,000</b>	<b>197,000</b>

**NOTES:**

932 Based on Energy audit recommendations to reduce green house gases  
 Funding for Pavillion battery backup storage system  
 and additional energy improvements if grant funding is received.

821 Firestation -modify to accomodate 3 on an engine of all genders; satelite EOC ; kitchen modifications



# Town of Fairfax

## 2024-25 Operating Budget

**FUND 06 RETIREMENT**  
**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 their full employee share of pension ranging from 6.5% to 9% of salary. As of FY18, Tier 1 Safety employees are contributing 1/3 (3% of 9%) of employer share of cost

FUND SUMMARY		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	DRAFT

<b>BEGINNING FUND BAL</b>	130,996	186,265		178,557	252,629
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**REVENUES**

010 101 PROPERTY TAX - CURRENT SEC	1,767,853	1,893,157	2,004,900	2,015,858	2,088,631
010 102 PROPERTY TAX - CURRENT UNSEC	5,814	13,087		21,325	-
010 103 PROPERTY TAX - PRIOR YEARS	7,259			1,553	-
010 110 SUPPLEMENTAL PROPERTY TAX	56,827	68,129	65,900	25,275	26,187
050 500 MISC INTEREST	11,080	6,937		-	
050 607 SECURED HOPTR	6,436	10,982	10,600	10,061	10,424
<b>SUBTOTAL REVENUES</b>	<b>1,855,269</b>	<b>1,992,292</b>	<b>2,081,400</b>	<b>2,074,072</b>	<b>2,125,242</b>

incr (decr)

**TRANSFERS**

725 971 TSFR TO 01-GENERAL FUND	(1,800,000)	(2,000,000)	(1,700,000)	(2,000,000)	(2,000,000)
<b>SUBTOTAL TRANSFER</b>	<b>(1,800,000)</b>	<b>(2,000,000)</b>	<b>(1,700,000)</b>	<b>(2,000,000)</b>	<b>(2,000,000)</b>

<b>NET DEPARTMENT ACTIVITY</b>	<b>55,269</b>	<b>(7,708)</b>	<b>381,400</b>	<b>74,072</b>	<b>125,242</b>
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<b>ENDING FUND BAL</b>	<b>186,265</b>	<b>178,557</b>		<b>252,629</b>	<b>377,870</b>
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**Retirement Costs - Recap by Department**

	ALLOCATION	FY25			TOTAL
		UAL PAYMT	REFI PMT	ER PERS	
111 Town Council	0.29%	135	2,037	589	2,760
112 Town Treasurer	0.00%	-	-	294	294
211 Town Manager	1.06%	501	7,590	22,729	30,820
221 Town Clerk	0.00%	-	-	20,624	20,624
231 Personnel	0.00%	-	-	11,787	11,787
241 Finance	0.86%	408	6,171	24,615	31,193
311 Planning & Building Services	6.50%	3,065	46,404	52,123	101,592
321 Building Inspection & Permits	2.55%	1,202	18,204	23,368	42,774
411 Police	81.79%	114,536	584,201	319,153	1,017,890
510 Public Works Administration	1.07%	505	7,651	25,536	33,693
511 Street Maintenance	3.02%	1,427	21,598	22,244	45,269
514 Climate & Environment	0.00%	-	-	9,742	9,742
611 Park Maintenance	1.68%	791	11,971	17,279	30,041
616 Community Services	0.41%	194	2,931	4,070	7,194
617 Recreation - Events	0.78%	367	5,554	7,968	13,889
621 Recreation - Class/Activities	0.00%	-	-	4,131	4,131
622 Summer Camp	0.00%	-	-	590	590
625 Rental - Womens Club	0.00%	-	-	1,614	1,614
Subtotal Retirement	100.00%	123,130	714,312	568,456	1,405,898
421 Ross Fire *		359,416	-	233,141	592,557
Total Retirement		482,546	714,312	801,597	1,998,455

SEE NOTE

**NOTES:**

421 Ross Fire Contribution calculated from Town share of JPA costs (23.3%)

The Town also contributes retirement funds to the PARS Benefit Trust



# Town of Fairfax

## 2024-25 Operating Budget

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

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

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

<b>FUND SUMMARY</b>	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>	51,527	30,625		9,722	37,992
<b>REVENUES</b>					
070 733 COPS GRANT	169,098	169,098	170,000	228,269	230,000
<b>SUBTOTAL REVENUES</b>	<b>169,098</b>	<b>169,098</b>	<b>170,000</b>	<b>228,269</b>	<b>230,000</b>
<b>APPROPRIATIONS</b>					
741 842 SPECIAL DEPT SUPPLIES					
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725 971 TSFR TO 01-GENERAL FUND	(190,000)	(190,000)	(200,000)	(200,000)	(250,000)
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>(190,000)</b>	<b>(190,000)</b>	<b>(200,000)</b>	<b>(200,000)</b>	<b>(250,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(20,902)</b>	<b>(20,902)</b>	<b>(30,000)</b>	<b>28,269</b>	<b>(20,000)</b>
<b>ENDING FUND BAL</b>	30,625	9,722		37,992	17,992
<b>COMPONENTS OF FUND BALANCE:</b>					

<b>NOTES:</b>
COPS funds are distributed by the state to counties



# Town of Fairfax

## 2024-25 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 purchase, computers, and software licenses.

<b>FUND SUMMARY</b>		FY 2022-23 Actual	FY 2022-23 Actual	FY 2022-23 Actual	FY 2022-23 Actual	FY 2022-23 Actual
<b>BEGINNING FUND BAL</b>		(13,618)	41,239		57,344	63,090
<b>REVENUES</b>						
050 502 INVESTMENT EARNINGS					-	
					-	
<b>SUBTOTAL REVENUES</b>		-	-	-	-	-
<b>APPROPRIATIONS</b>						
822 PROFESSIONAL SERVICES	SEE NOTE	16,540	19,104	25,000	-	10,000
911 OFFICE EQUIPMENT	SEE NOTE	5,891	42,391	10,000	21,854	25,000
912 FINANCIAL SOFTWARE	SEE NOTE	2,713	2,400	3,500	2,400	2,500
<b>SUBTOTAL APPROPRIATIONS</b>		<b>25,143</b>	<b>63,895</b>	<b>38,500</b>	<b>24,254</b>	<b>37,500</b>
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		80,000	80,000	30,000	30,000	
<b>SUBTOTAL TRANSFER</b>		<b>80,000</b>	<b>80,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>54,857</b>	<b>16,105</b>	<b>(8,500)</b>	<b>5,746</b>	<b>(37,500)</b>
<b>ENDING FUND BAL</b>		<b>41,239</b>	<b>57,344</b>		<b>63,090</b>	<b>25,590</b>
<b>COMPONENTS OF FUND BALANCE:</b>						
COMPUTER/SOFTWARE UNDESIGNATED		41,239	57,344		63,090	25,590

<b>NOTES:</b>
822 Copier service contract & charges
911 Copier leases /Docstar license; Computer & Software replacement & updates
912 Tyler Incode Saas (Software as a service) Financial Software



# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 12 FAIRFAX FESTIVAL  
**DEPT** 623 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. The festival was not held in FY20 and FY21 due to COVID.

<b>FUND SUMMARY</b>		FY 2022-23 Actual	FY 2022-23 Actual	FY 2022-23 Actual	FY 2022-23 Actual	FY 2022-23 Actual
<b>BEGINNING FUND BAL</b>		(19,485)	(34,040)		(33,390)	(32,570)
<b>REVENUES</b>						
090 882 FESTIVAL REVENUE	SEE NOTE	53,550				
090 823 SPONSORS		-	16,500	3,000	16,500	16,500
090 824 VENDORS/BOOTH		-	39,975	35,000	39,975	40,000
090 825 MERCHANDISE SALES	SEE NOTE		21,145	3,000	21,145	21,000
070 699 OTHER					-	
<b>SUBTOTAL REVENUES</b>		<b>53,550</b>	<b>77,620</b>	<b>41,000</b>	<b>77,620</b>	<b>77,500</b>
<b>APPROPRIATIONS</b>						
497 OVERTIME REIMB	SEE NOTE	-	-	5,000	-	-
814 ADVERTISING		1,928	1,300	2,500	1,300	1,300
815 PRINTING	SEE NOTE	-	-	300	-	-
821 OUTSIDE SERVICES	SEE NOTE	17,963	22,157	2,500	22,000	22,000
822 PROFESSIONAL SERVICES		5,528	5,460	7,000	5,500	5,500
882 FAIRFAX FESTIVAL - OTHER		28,058	35,258	4,000	35,000	35,000
890 MISCELLANEOUS		9,628	12,795	10,400	13,000	13,000
<b>SUBTOTAL APPROPRIATIONS</b>		<b>63,105</b>	<b>76,970</b>	<b>31,700</b>	<b>76,800</b>	<b>76,800</b>
<b>TRANSFERS</b>						
725 971 TSFR TO 01-GENERAL FUND		(5,000)		(5,000)	-	
100 931 TSFR FROM 01-GENERAL FUND					-	
<b>SUBTOTAL TRANSFER</b>		<b>(5,000)</b>	<b>-</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(14,555)</b>	<b>650</b>	<b>4,300</b>	<b>820</b>	<b>700</b>
<b>ENDING FUND BAL</b>		<b>(34,040)</b>	<b>(33,390)</b>		<b>(32,570)</b>	<b>(31,870)</b>

<b>NOTES:</b>
825 Shirts, food & drinks
497 Reimburse Town for Police & Public Works overtime
815 Posters/Tee shirts
821 Music, Performers, Website
890 Equipment rental, BMI, ASCAP



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**            **20 MEASURE F - MUNICIPAL SERVICES**  
**DEPT**            **715 MISCELLANEOUS**

Measure F "Municipal Services Tax" is a voter approved Municipal Services tax providing funding for:

- (1) extended 24/7 staffing of Police and Fire department,
- (2) Provides funding for Public Works projects,
- (3) providing matching funds for state and federal grants,
- (4) revitalizing Youth & Senior Programs, and
- (5) Provide for Wildfire Prevention efforts and Pedestrian Evacuation Trails.

Passed in November 2019, Measure F is an eleven-year tax effective July 2020 initially assessing \$195 per unit.

After the first year, there is a modest increase of \$5 per year. The tax rate for FY25 is \$215 per unit

The tax replaces Measure J, expired June 2020. Oversight of Measure F expenditures is by a citizen committee.

<b>FUND SUMMARY</b>	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>	6,588	7,266		53,663	31,423
<b>REVENUES</b>					
010 120 MUNICIPAL SERVICES TAX	725,678	745,750	767,760	767,760	786,040
<b>SUBTOTAL REVENUES</b>	<b>725,678</b>	<b>745,750</b>	<b>767,760</b>	<b>767,760</b>	<b>786,040</b>
<b>APPROPRIATIONS</b>					
715 996 DEBT SERVICE				-	
<b>SUBTOTAL APPROPRIATIONS</b>	-	-	-	-	-
<b>TRANSFERS</b>					
725 971 TSFR TO FUND 01 - GENERAL FUND	(665,000)	(675,000)	(726,800)	(726,800)	(726,800)
725 951 TSFR TO FUND 51 - CIP GRANTS	(30,000)	(9,757)	(30,000)	(30,000)	(30,000)
725 953 TSFR TO FUND 53 - CIP TOWN	(30,000)	(14,596)	(33,200)	(33,200)	(33,200)
<b>SUBTOTAL TRANSFER</b>	<b>(725,000)</b>	<b>(699,353)</b>	<b>(790,000)</b>	<b>(790,000)</b>	<b>(790,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>678</b>	<b>46,397</b>	<b>(22,240)</b>	<b>(22,240)</b>	<b>(3,960)</b>
<b>ENDING FUND BAL</b>	7,266	53,663		31,423	27,463
<b>ALLOCATION OF REVENUES:</b>					
50% POLICE SERVICES	358,000	368,000	395,000	395,000	395,000
37% FIRE SERVICES	269,000	269,000	292,300	292,300	292,300
5% YOUTH & SENIOR PROGRAMS	38,000	38,000	39,500	39,500	39,500
0% PUBLIC WORKS IMPROVEMENTS	30,000				
4% WILDFIRE PREVENTION/TRAIL IMPROV	30,000		30,000	30,000	30,000
8% MATCHING FUNDS FOR GRANTS	-	24,353	33,200	33,200	33,200
104% <b>TOTAL</b>	<b>725,000</b>	<b>699,353</b>	<b>790,000</b>	<b>790,000</b>	<b>790,000</b>

**DESIGNATION OF FUND BALANCE:**

<b>NOTES:</b>
Measure F funds are transferred and spent from other funds



# Town of Fairfax

## 2024-25 Operating Budget

**FUND            21 GAS TAX**  
**DEPT            715 MISCELLANEOUS**

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 30 cents per gallon,

FUND SUMMARY	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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<b>BEGINNING FUND BAL</b>	171,609	12,917		190,362	178,817
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**REVENUES**

060 611 Gas Tax - Section 2103 (Prop 42)    SEE NOTE	55,539	60,155	75,212	66,819	67,399
060 604 Gas Tax - Section 2106	28,731	28,922	35,884	33,606	34,189
060 605 Gas Tax - Section 2107	44,998	61,381	59,823	63,109	64,397
060 606 Gas Tax - Section 2107.5	2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105	38,154	42,905	49,805	46,204	47,121
060 610 Gas Tax - Road Main & Rehab    SEE NOTE	150,233	166,121	170,914	181,717	194,246

<b>TOTAL REVENUES</b>	<b>319,655</b>	<b>361,484</b>	<b>393,638</b>	<b>393,455</b>	<b>409,352</b>
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**APPROPRIATIONS**


<b>SUBTOTAL</b>	-	-	-	-	-
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**TRANSFERS**

725 971 TSFR TO FUND 01 - GENERAL FUND	(110,000)	(120,000)	(145,000)	(145,000)	(195,000)
725 951 TSFR TO FUND 51 - CIP GRANTS	(193,347)	(64,039)	(60,000)	(60,000)	(73,770)
725 953 TSFR TO FUND 53 - CIP TOWN	(175,000)		(200,000)	(200,000)	(250,000)

<b>SUBTOTAL</b>	<b>(478,347)</b>	<b>(184,039)</b>	<b>(405,000)</b>	<b>(405,000)</b>	<b>(518,770)</b>
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<b>NET DEPARTMENT ACTIVITY</b>	(158,692)	177,445	(11,362)	(11,545)	(109,418)
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<b>ENDING FUND BAL</b>	12,917	190,362		178,817	69,399
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FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
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**GAS TAX - CIP APPROPRIATIONS**

51    810 SS&R SELECTED STREETS	100,000	64,039	20,000	20,000	20,000
51    813 SS&R SEL ROADS (SCENIC@RIDGE)					
51    856 MEADOW WAY BRIDGE	66,967		40,000	40,000	53,770
51    871 SPRUCE, MARIN, CANYON	26,380				
53    804 SIDEWALK REPLACE/REPAIR					
53    887 STREET RESURFACING & REPAIR	175,000		200,000	200,000	250,000
53    894 PARKADE					
	368,347	64,039	260,000	260,000	323,770

**NOTES:**

NOTE 1    Revenue projections provided by California Transportation Commission for SB 1





# Town of Fairfax

## 2024-25 Operating Budget

**FUND** 22 MEASURE A/AA- TRANSPORTATION  
**DEPT** 715 MISCELLANEOUS

Measure A/AA transportation funds are generated from a 20 year 1/2 cent sales tax passed in Nov. 2004 and 2018. The Transportation Authority of Marin (TAM) administers the tax. TAM is a joint powers agency (JPA) consisting of the 11 cities and towns in the County of Marin. Additional funding was added in November 2010 with the passing of Measure B which added \$10 per vehicle to the annual Vehicle Licence Fee to fund transportation programs. Funds are allocated to Town based 50% on road miles and 50% on population.

<b>FUND SUMMARY</b>		FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>BEGINNING FUND BAL</b>		161,128	304,348		150,642	150,642
<b>REVENUES</b>						
060 920 MEASURE A&B FUNDS		143,220		200,000	255,001	190,624
<b>SUBTOTAL REVENUES</b>		<b>143,220</b>	<b>-</b>	<b>200,000</b>	<b>255,001</b>	<b>190,624</b>
<b>APPROPRIATIONS</b>						
715 893 VARIOUS						
<b>SUBTOTAL APPROPRIATIONS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>						
725 951 TSFR TO FUND 51 - CIP GRANTS			(153,706)	(185,000)	(255,001)	
725 953 TSFR TO FUND 53 - CIP TOWN				(350,000)		(300,000)
725 971 TSFR TO FUND 01 - GENERAL FUND						
<b>SUBTOTAL TRANSFER</b>		<b>-</b>	<b>(153,706)</b>	<b>(535,000)</b>	<b>(255,001)</b>	<b>(300,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>143,220</b>	<b>(153,706)</b>	<b>(335,000)</b>	<b>-</b>	<b>(109,376)</b>
<b>ENDING FUND BAL</b>		<b>304,348</b>	<b>150,642</b>		<b>150,642</b>	<b>41,266</b>

		FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 DRAFT
<b>MEASURE A TRANSPORTATION - APPROPRIATIONS</b>						
51 810 SS&R SELECTED ROADS		78,050			-	
51 813 SS&R SCENIC RD		134,830	134,820			
51 816 CANYON RD STABILIZATION		81,360	12,958	185,000	186,245	
53 825 AZALEA SFD INTERSECTIO				250,000		
53 887 STREET RESURFACING & REPAIR				100,000	68,756	300,000
		<b>294,240</b>	<b>147,778</b>	<b>535,000</b>	<b>255,001</b>	<b>300,000</b>
				-	-	-

**NOTES:**

Funds are transferred to Capital Improvement funds for expenditure  
 Measure A expenses will be charged directly to Measure A funds and transferred to CIP



# Town of Fairfax

## 2024-25 Operating Budget

**FUND 23 MEASURE A - PARKS**  
**DEPT 715 MISCELLANEOUS**

Measure A funds are generated from a 1/4 cent sales tax passed in November 2012 to care for Marin's existing parks and open spaces, support regional community parks projects and programs, and further farmland preservation. 15% of the revenue generated is available to the cities and towns to enhance and manage their parks, nature preserves, recreation programs, and vegetation to reduce wildfire risk. A Measure A committee consisting of councilmembers and representatives of FOSC, PARC and the Volunteer Board make annual workplan recommendations to the council for the use of funds. The council must approve and submit a workplan to the county each year.

<b>FUND SUMMARY</b>		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
		<b>Actual</b>	<b>Actual</b>	<b>ADOPTED</b>	<b>Projected</b>	<b>DRAFT</b>
<b>BEGINNING FUND BAL</b>		7,242	66,686		126,833	196,349
<b>REVENUES</b>						
060 920 MEASURE A FUNDS		69,848	80,147	70,873	75,816	70,000
<b>SUBTOTAL REVENUES</b>		<b>69,848</b>	<b>80,147</b>	<b>70,873</b>	<b>75,816</b>	<b>70,000</b>
<b>APPROPRIATIONS</b>						
715 893 VARIOUS						
<b>SUBTOTAL APPROPRIATIONS</b>		-	-	-	-	-
<b>TRANSFERS</b>						
100 941 TSFR FROM FUND 51 - CIP GRANTS						
725 951 TSFR TO FUND 51 - CIP GRANT		(10,404)	(20,000)	(150,231)	(6,300)	(150,231)
725 972 TSFR TO FUND 73 - OPEN SPACE						
<b>SUBTOTAL TRANSFER</b>		<b>(10,404)</b>	<b>(20,000)</b>	<b>(150,231)</b>	<b>(6,300)</b>	<b>(150,231)</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>59,444</b>	<b>60,147</b>	<b>(79,358)</b>	<b>69,516</b>	<b>(80,231)</b>
<b>ENDING FUND BAL</b>		<b>66,686</b>	<b>126,833</b>		<b>196,349</b>	<b>116,118</b>
		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
		<b>Actual</b>	<b>Actual</b>	<b>ADOPTED</b>	<b>Projected</b>	<b>DRAFT</b>
<b>MEASURE A PARKS - APPROPRIATIONS</b>						
51-820	RENOVATION OF WOMENS CLUB		9,152	50,000		50,000
51-841	TRAIL REPAIR & IMPROVEMENT	10,404	6,200	50,000	6,300	50,000
51-841	PLATFORM FOR PUBLIC ART			5,000		5,000
51-841	REPLC OF PERI PARK EQUIPMENT		21,182			
	PERI PARK CREEKBANK RESTORATION			45,231		45,231
	<b>APPROPRIATIONS</b>	<b>10,404</b>	<b>36,534</b>	<b>150,231</b>	<b>6,300</b>	<b>150,231</b>
<b>ADDITIONAL APPROVED WORKPLAN ITEMS:</b>						
51-841	PERI PARK PUMP TRACK	10,000				
51-841	REPLC OF PERI PARK EQUIPMENT	19,371				
51-841	PERI PARK PLAYGROUND & SWING REPL	6,000				
73-673	PARKLAND ACQUISITION	87,500		100,000	100,000	100,000
		<b>196,745</b>	<b>36,534</b>	<b>250,231</b>	<b>106,300</b>	<b>250,231</b>

**NOTES:** The County requires that Measure A funds be spent from within a single fund and not transferred to different funds for expenditure on a project. For example, the funds allocated to open space/parkland acquisition cannot be transferred to the Open Space Fund. The funds must remain in Fund 23 until expended.

Funding for Pavilion was reallocated to pay for Peri Park playground equipment

See Appendix for Measure A Parks annual workplan



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**            **25 FEDERAL STIMULUS FUNDS**  
**DEPT**            **715 MISCELLANEOUS**

Funding of approx. \$1.8 million in Federal assistance from the American Rescue Plan Act (ARPA). Eligible uses include, but are not limited to, business & renter assistance; water & sewer infrastructure, equity programs, reimbursement for loss Town revenue, and homelessness. The funds do NOT need to be allocated prior to receiving the funds from the State (State distributes funds on behalf of the Feds). However, the Town can only use the funds for eligible expenses. Funds must be obligated by Dec 31, 2024 (3 yrs) and spent by Dec 31, 2026 (5 yrs). The funds are distributed by the State in two even tranches: July 2021 and July 2022.

FUND SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT
<b>BEGINNING FUND BAL</b>	-	866,338		1,766,049	1,588,335
<b>REVENUES</b>					
070 711 FEDERAL/STATE GRANT REVENUE	899,711	899,711			
<b>SUBTOTAL REVENUES</b>	<b>899,711</b>	<b>899,711</b>	-	-	-
<b>APPROPRIATIONS</b>					
715 893 VARIOUS	33,373				-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>33,373</b>	-	-	-	-
<b>TRANSFERS</b>					
725 951 TSFR TO FUND 51 - CIP GRANT			(150,000)	(177,714)	(90,000)
<b>SUBTOTAL TRANSFER</b>	-	-	<b>(150,000)</b>	<b>(177,714)</b>	<b>(90,000)</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>866,338</b>	<b>899,711</b>	<b>(150,000)</b>	<b>(177,714)</b>	<b>(90,000)</b>
<b>ENDING FUND BAL</b>	<b>866,338</b>	<b>1,766,049</b>		<b>1,588,335</b>	<b>1,498,335</b>
<b>FEDERAL STIMULUS FUNDS - APPROPRIATIONS</b>					
Countywide Homeless voucher program (3-5 yr funding)		33,373			
51-827 STORM WATER IMPROVEMENTS			1,700,000	177,714	90,000
	-	33,373		177,714	90,000

**NOTES:**  
 REVENUES ARE CLASSED AS "DEFERRED / UNEARNED" UNTIL SPENT



# Town of Fairfax

## 2024-25 Operating Budget

**FUND 44-46 DEBT SERVICE MEASURE K**  
**DEPT 716 DEBT SERVICE**

The Measure K Debt service fund exists to handle the debt payments on the Measure K General Obligation bonds issued between FY2000-2006 to fund capital improvements to community facilities, streets, and storm drains within the Town. Borrowed funds were spent from the Fund 54 Measure K capital Improvement fund. Revenues are raised property taxes designated for debt service at a rate adopted by council annually sufficient to pay principal and interest on the bond issues. The 2000 series bonds were refinanced in 2008 which provided \$158,050 of additional project funds. The 2002 series bonds were refunded in 2012 which provided \$193,726 of additional capital for Measure K street purposes. The Town refunded the 2006 issue in May, 2016 reducing debt service (interest) costs to ratepayers (See Fund 46). The rate charged to ratepayers was .0225 per \$100 of Assessed valuation (AV) in FY23-24. The rate in FY24-25 will be .0225 per \$100 of AV.

<b>FUND SUMMARY</b>		<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
		<b>Actual</b>	<b>Actual</b>	<b>ADOPTED</b>	<b>Projected</b>	<b>DRAFT</b>
<b>BEGINNING FUND BAL</b>		640,035	596,867		547,999	472,521
<b>REVENUES</b>						
010 101	PROPERTY TAX - CURRENT SEC	481,584	510,608	475,379	497,268	517,200
010 102	PROPERTY TAX - CURRENT UNSEC	3,244	3,813	6,480	6,933	7,500
010 103	PROPERTY TAX - PRIOR YEARS	562	-	-	-	-
010 110	SUPPLEMENTAL PROPERTY TAX	38,021	18,172	16,290	17,380	16,900
050 607	SECURED HOPTR	3,226	3,018	2,610	2,743	2,700
<b>SUBTOTAL REVENUES</b>		<b>526,636</b>	<b>535,611</b>	<b>500,759</b>	<b>524,325</b>	<b>544,300</b>
<b>APPROPRIATIONS</b>						
<b>FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	157,100	171,800	191,300	191,300	210,800
716 996	INTEREST	50,949	41,411	30,881	30,881	19,220
		<b>208,049</b>	<b>213,211</b>	<b>222,181</b>	<b>222,181</b>	<b>230,020</b>
<b>FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS</b>						
716 995	PRINCIPAL	186,400	198,100	214,400	214,400	224,900
716 996	INTEREST	44,285	38,614	32,530	32,530	26,050
		<b>230,685</b>	<b>236,714</b>	<b>246,930</b>	<b>246,930</b>	<b>250,950</b>
<b>FUND 46 - 2016 GENERAL OBLIGATION BONDS</b>						
716 995	PRINCIPAL	110,000	111,000	113,000	113,000	119,000
716 996	INTEREST	16,065	13,745	11,393	11,393	8,957
		<b>126,065</b>	<b>124,745</b>	<b>124,393</b>	<b>124,393</b>	<b>127,957</b>
<b>ADMIN FEES</b>						
821	CONTRACT SERVICES	1,800	3,600	2,700	2,700	2,700
871	INSURANCE & FEES	3,205	6,210	3,600	3,600	3,600
<b>SUBTOTAL APPROPRIATIONS</b>		<b>569,804</b>	<b>584,479</b>	<b>599,803</b>	<b>599,803</b>	<b>615,227</b>
<b>NET DEPARTMENT ACTIVITY</b>		<b>(43,168)</b>	<b>(48,868)</b>	<b>(99,044)</b>	<b>(75,478)</b>	<b>(70,927)</b>
<b>ENDING FUND BAL</b>		596,867	547,999		472,521	401,595

<b>NOTES:</b>	Summary of the Town's portion of Measure K Debt Service Payments	<b>Original Issue</b>	<b>Final Payment</b>	<b>Principal Balance</b>		
				<b>6/30/2023</b>	<b>6/30/2024</b>	<b>6/30/2025</b>
Fund 44	2008 Refunding General Obligation Bonds	\$ 1,977,600	8/1/2025	\$ 627,300	\$ 436,000	\$ 225,200
Fund 45	2012 Refunding General Obligation Bonds	\$ 2,772,800	8/1/2027	\$ 995,500	\$ 770,600	\$ 545,700
Fund 46	2016 General Obligation Bonds	\$ 1,239,000	8/1/2027	\$ 486,000	\$ 367,000	\$ 248,000
<b>TOTALS</b>				<b>\$ 2,108,800</b>	<b>\$ 1,573,600</b>	<b>\$ 1,018,900</b>
821 Disclosure & dissemination compliance services (Urban Futures)						



# Town of Fairfax

## 2024-25 Operating Budget

**FUND 48 LEASE AGREEMENT**  
**DEPT 716 DEBT SERVICE**

On January 18, 2017, the Town entered into a lease financing agreement with Capital One Public Funding, LLC to refinance a significant portion of its Unfunded Accrued Liability (UAL) owed to CalPERS for Miscellaneous and Safety pensions. The Lease was in the amount of **\$3,860,000** which covered payoff in full of the Town's Retirement Side Funds and Pre-2013 UAL for both Miscellaneous and Safety employees. The lease was refinanced September 29, 2020 with the existing lease holder, which waived all prepayment provisions and agreed to add \$6,460,955 of additional UAL to lease debt increasing the issue to **\$9,402,000**. The refinanced UAL included the balances of the three highest PERS tiers, Public Safety Tiers 1&2, and Miscellaneous Employees Tier 1 at June 30, 2021. The "Taxable Lease Revenue Bond, Series 2020" holds an all-in interest cost of 3.66% resulting in an estimated total cash flow savings of \$4,280,615 and maturing on August 1, 2036. By comparison, the refinanced lease issue had an interest rate of 5.4% and the UAL with CalPERS was 7.0%. The issue began paying semi-annual principal and interest payments on February 1, 2021 and will continue 15 years to 7/15/36.

FUND SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT
<b>BEGINNING FUND BAL</b>	4,409	4,409		4,409	4,409
<b>REVENUES</b>					
090 INTERDEPARTMENTAL CHARGES	553,738	624,923	668,198	668,198	714,312
<b>SUBTOTAL REVENUES</b>	<b>481,182</b>	<b>624,923</b>	<b>668,198</b>	<b>668,198</b>	<b>714,312</b>
<b>APPROPRIATIONS</b>					
716 994 DEBT ISSUE/ADMIN	2,100				
716 997 LEASE PAYMENT	551,639	624,923	668,198	668,198	714,312
<b>SUBTOTAL APPROPRIATIONS</b>	<b>481,182</b>	<b>624,923</b>	<b>668,198</b>	<b>668,198</b>	<b>714,312</b>
<b>TRANSFERS</b>					
100 931 TSFR FROM 01-GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	-	-	-	-	-
<b>NET DEPARTMENT ACTIVITY</b>	-	-	-	-	-
<b>ENDING FUND BAL</b>	4,409	4,409		4,409	4,409

**ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)**

**PRIOR**

01 - 111 Town Council	1,905	0.29%	2,037
01 - 211 Town Manager	7,100	1.06%	7,590
01 - 241 Finance	5,772	0.86%	6,171
01 - 311 Planning & Building Services	43,408	6.50%	46,404
01 - 321 Building Inspection & Permits	17,029	2.55%	18,204
01 - 411 Police	546,487	81.79%	584,201
01 - 510 Public Works Administration	7,157	1.07%	7,651
01 - 511 Street Maintenance	20,204	3.02%	21,598
01 - 611 Park Maintenance	11,199	1.68%	11,971
01 - 616 Volunteers for Fairfax	2,741	0.41%	2,931
01 - 617 Recreation	5,196	0.78%	5,554
UAL/Side Fund charge to departments	668,198		714,312

**NOTES:**

Allocation based on prior year Side Fund expense percentage  
 See the debt service exhibit in the APPENDIX



# Town of Fairfax

## 2024-25 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 A - Parks & Transportation, Measure F and Gas Tax funds.

FUND SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT
<b>BEGINNING FUND BAL</b>	985,480	916,665		78,202	24,055
<b>REVENUES</b>					
070 695 COUNTY			-		-
070 864 STATE PARK BOND REVENUE			177,952	-	177,952
070 711 FEDERAL/STATE GRANT REVENUE	238,155	19,683	-	431,662	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	167,651	481,028	1,408,220		1,329,832
070 600 FED/STATE FINANCING			3,806	19,683	3,806
070 699 OTHER					
<b>SUBTOTAL REVENUES</b>	<b>405,806</b>	<b>500,711</b>	<b>1,589,978</b>	<b>451,345</b>	<b>1,511,590</b>
<b>APPROPRIATIONS</b>					
821 OUTSIDE SERVICES			-		-
825 ENVIRONMENTAL & PERMITS			84,106		38,806
826 ENGINEERING & DESIGN			1,553,435		1,215,212
827 CONSTRUCTION			835,500		985,231
OTHER			15,000		-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>708,372</b>	<b>1,586,676</b>	<b>2,488,041</b>	<b>1,104,507</b>	<b>2,239,249</b>
<b>TRANSFERS</b>					
100 931 TSFR FROM FUND 01 - GENERAL FUND	-	-	68,063	70,000	365,000
100 941 TSFR FROM FUND 20 - MEASURE F	30,000	9,757	30,000	30,000	30,000
100 942 TSFR FROM FUND 21 - GAS TAX	193,347	64,039	60,000	60,000	73,770
100 956 TSFR FROM FUND 22 - MEAS A TRANS	-	153,706	185,000	255,001	-
100 957 TSFR FROM FUND 23 - MEAS A PARK	10,404	20,000	150,231	6,300	150,231
100 961 TSFR FROM FUND 25 - FEDERAL STIM	-	-	150,000	177,714	90,000
725 TSFR TO FUND 23 - MEAS A PARK				-	
<b>SUBTOTAL TRANSFER</b>	<b>233,751</b>	<b>247,502</b>	<b>643,294</b>	<b>599,015</b>	<b>709,001</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(68,815)</b>	<b>(838,463)</b>	<b>(254,769)</b>	<b>(54,147)</b>	<b>(18,658)</b>
<b>ENDING FUND BAL</b>	<b>916,665</b>	<b>78,202</b>		<b>24,055</b>	<b>5,397</b>
<b>ALLOCATION OF APPROPRIATIONS:</b>					
51- 521 PAVILION KITCHEN	2,876	3,913	285,635	29,101	230,000
51- 810 ST RESURF & REPAIR - SELECTED SFD	735	25,239	20,000	33,892	20,000
51- 813 ST RESURF & REPAIR - 378 SCENIC RD	755	153,706			-
51- 816 ST RESURF & REPAIR - 145 CANYON RD STAB	21,878	20,226	185,000	632,002	5,000
51- 820 WOMENS CLUB REHABILITATION	7,700		50,000		50,000
51- 821 PAVILION FLOOR/KITCHEN	2,975	4,124			
51- 825 2378 SFD ROAD STAB			50,000	50,000	-
51- 826 78 WREDEN		228,432			
51- 827 STORM WATER IMPROVEMENTS	1,875	56,465	150,000	177,714	90,000
51- 829 195 PINE ST	34,653	579,456			
51- 828 45 CANYON CRK BANK REPAIR				804	
51- 841 MISC PARK & TRAIL IMPROVEMENTS	10,404	29,757	85,000	6,300	85,000
51- 843 AZALEA AVENUE BRIDGE	58,456	92,235	303,806	20,960	303,806
51- 845 103 ROCCA		2,216	150,000	15,047	250,000
51- 856 MEADOW WAY BRIDGE	390,053	301,116	776,600	80,368	698,212
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	18,390	30,984	242,000	20,220	242,000
51- 873 CREEK ROAD BRIDGE	51,638	41,231	190,000	38,099	190,000
51- 890 PERI PARK CREEKSIDE RESTORATION					45,231
51- 909 PAVILION SEISMIC RETROFIT	105,985	17,576			
51- OTHER					30,000
<b>Totals</b>	<b>708,372</b>	<b>1,586,676</b>	<b>2,488,041</b>	<b>1,104,507</b>	<b>2,239,249</b>



# Town of Fairfax

## 2024-25 Operating Budget

**FUND**            52 CIP - STORM RECOVERY  
**DEPT**            CAPITAL PROJECTS

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

FUND SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT
<b>BEGINNING FUND BAL</b>	(567,728)	(905,042)		(902,311)	406
<b>REVENUES</b>					
070 600 FEDERAL/STATE GRANT REVENUE	188,878	-	-	467,371	-
070 695 COUNTY				-	
070 720 FEMA					
OTHER/OES				-	
<b>SUBTOTAL REVENUES</b>	<b>188,878</b>	<b>-</b>	<b>-</b>	<b>467,371</b>	<b>-</b>
<b>APPROPRIATIONS</b>					
821 OUTSIDE SERVICES					
822 PROFESSIONAL SERVICES					
825 ENVIRONMENTAL & PERMITS					
826 ENGINEERING & DESIGN			100,000		
827 CONSTRUCTION			5,000		
828 CONSTRUCTION ENGINEERING			65,000		
699 OTHER					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>526,192</b>	<b>175,621</b>	<b>170,000</b>	<b>34,654</b>	<b>-</b>
<b>TRANSFERS</b>					
100 941 TSFR FROM FUND 01 - GENERAL FUND		178,352	170,000	470,000	
100 941 TSFR FROM FUND 20 - MEASURE F	-	-	-	-	-
100 941 TSFR FROM FUND 53 - CIP TOWN	-	-	-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>-</b>	<b>178,352</b>	<b>170,000</b>	<b>470,000</b>	<b>-</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>(337,314)</b>	<b>2,731</b>	<b>-</b>	<b>902,717</b>	<b>-</b>
<b>ENDING FUND BAL</b>	<b>(905,042)</b>	<b>(902,311)</b>		<b>406</b>	<b>406</b>
<b>ALLOCATION OF APPROPRIATIONS:</b>					
52- 534 HEADWALL SCOUR (6 Bridge Ct)	30,438		170,000	709	
52- 556 STORMS JAN/FEB 2019				-	
52- 564 78 WREDEN				-	
52- 566 378 SCENIC				-	
52- 815 COVID MEASURES	56,970	52,897		33,945	
52- 825 AZALEA @ SFD (NOW FUND 53)	438,784			-	
52- 881 STORMS 2023		122,724			
<b>Totals</b>	<b>526,192</b>	<b>175,621</b>	<b>170,000</b>	<b>34,654</b>	<b>-</b>

**NOTES:**            Projects reference FEMA categories and projects; Upwards of 90% FHWA funding  
                         FEMA pays 75% of eligible costs - Cal-OES pays 75% of remaining 25% - Town pays approx. 6.5%



# Town of Fairfax

## 2024-25 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 F.

FUND SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT

<b>BEGINNING FUND BAL</b>	(818,604)	(227,461)		(229,101)	9,615
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**REVENUES**

070 695 COUNTY			-	-	-
060 920 MEASURE A TAM TRANSP TAX	-	-	-	-	-
070 711 FEDERAL/STATE GRANT REVENUE	254,975		-	-	225,000
070 699 OTHER SEE NOTE		10,000	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>254,975</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>225,000</b>

**APPROPRIATIONS**

821 OUTSIDE SERVICES	DETAIL	DETAIL	-	DETAIL	-
825 ENVIRONMENTAL & PERMITS	IN NOTES	IN NOTES	-	IN NOTES	-
826 ENGINEERING & DESIGN			150,000	24,209	100,000
827 CONSTRUCTION			1,310,000	890,275	695,000
828 CONSTRUCTION ENGINEERING			-	-	-
814 OTHER			-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>183,832</b>	<b>112,777</b>	<b>1,460,000</b>	<b>914,484</b>	<b>795,000</b>

**TRANSFERS**

100 931 TSFR FROM FUND 01 - GENERAL FUND	315,000	86,541	780,000	920,000	
100 941 TSFR FROM FUND 20 - MEASURE F	30,000	14,596	33,200	33,200	33,200
100 942 TSFR FROM FUND 21 - GAS TAX	175,000		200,000	200,000	250,000
100 946 TSFR FROM FUND 22 - MEAS A TRANS	-	-	350,000	-	300,000
100 949 TSFR FROM FUND 51 - CIP GRANTS	-	-	-	-	-
725 952 TSFR TO FUND 53 - CIP STORM			-	-	-
<b>SUBTOTAL TRANSFER</b>	<b>520,000</b>	<b>101,137</b>	<b>1,363,200</b>	<b>1,153,200</b>	<b>583,200</b>

**NET DEPARTMENT ACTIVITY**

<b>591,143</b>	<b>(1,640)</b>	<b>(96,800)</b>	<b>238,716</b>	<b>13,200</b>
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**ENDING FUND BAL**

(227,461)	(229,101)		9,615	22,815
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**ALLOCATION OF APPROPRIATIONS:**

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	13,048	4,000	20,000	168,778	
53- 825 AZALEA/SDF INTERSECTION	10,445		250,000	-	
53- 830 DOWNTOWN IMPROVEMENTS	32,340	10,596	190,000		
53- 887 STREET RESURFACING/REPAIR	110,814	98,181	1,000,000	745,706	
53- 894 PARKADE IMPROVEMENTS	17,185		-	-	-
<b>Totals</b>	<b>183,832</b>	<b>112,777</b>	<b>1,460,000</b>	<b>914,484</b>	<b>-</b>

**NOTES:**

699 In-kind contribution (Staff Time)





# Town of Fairfax

## 2024-25 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.

FUND SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	DRAFT
<b>BEGINNING FUND BAL</b>	46,045	54,773		58,178	49,434
<b>REVENUES</b>					
070 815 COUNTY OPEN SPACE GRANT					
070 816 DONATIONS	8,728	3,405	2,000	3,256	2,000
070 923 COUNTY MEASURE A PARK					
<b>SUBTOTAL REVENUES</b>	<b>8,728</b>	<b>3,405</b>	<b>2,000</b>	<b>3,256</b>	<b>2,000</b>
<b>APPROPRIATIONS</b>					
<b>COMMITTEE</b>					
811 POSTAGE			2,000		
812 REPRODUCTION			-		-
815 PRINTING			-		-
879 FUNDRAISING COST	3,319	3,571	2,000	526	4,000
890 MISCELLANEOUS	-	-	-		-
931 BLDGS & LAND				12,000	
<b>SUBTOTAL APPROPRIATIONS</b>	<b>3,319</b>	<b>3,571</b>	<b>4,000</b>	<b>12,526</b>	<b>4,000</b>
<b>TRANSFERS</b>					
100 931 TSFR FROM GENERAL FUND	3,319	3,571	4,000	526	4,000
100 TSFR FROM FUND 23 - MEAS A PARK					
100 699 LOAN FROM GENERAL FUND					
<b>SUBTOTAL TRANSFER</b>	<b>3,319</b>	<b>3,571</b>	<b>4,000</b>	<b>526</b>	<b>4,000</b>
<b>NET DEPARTMENT ACTIVITY</b>	<b>8,728</b>	<b>3,405</b>	<b>2,000</b>	<b>(8,744)</b>	<b>2,000</b>
<b>ENDING FUND BAL</b>	<b>54,773</b>	<b>58,178</b>		<b>49,434</b>	<b>51,434</b>
<b>ALLOCATION OF FUND BALANCE:</b>					
Designated for Capital Acquisition	300	300		10,000	10,000
Undesignated Balance	54,473	57,878		39,434	41,434
	<b>54,773</b>	<b>58,178</b>		<b>49,434</b>	<b>51,434</b>

**Property Acquisitions**

2005 Melvin Property (APN:# 197-070-05)	200,000
2009 Tax Default (Toyon) (APN:# 03-673-931)	6,100
2013 Upper Ridgeway (APN # 001-193-07)	48,283
2014 Skyranch (contribution)	60,000
2022 Pelllio Parcel (APN # 003-163-14)	

**NOTES:** Previous policy has been that whatever is not spent during the fiscal year is then allocated to the FOSC fund balance and another \$4,000 is budgeted for the next year. This has been revised so that the Town will replenish the funds used each year, but the unused funds will not rollover into the FOSC fund balance.

The Measure A committee has allocated \$100,000 of Measure A park funds for open space acquisition in FY24.

# TOWN OF FAIRFAX

**FY2024-25 TO FY2028-29**

## **DRAFT Five Year Capital Improvement Program**



**MAYOR**

**Barbara Coler**

**VICE MAYOR**

**Lisel Blash**

**COUNCIL MEMBERS**

**Bruce Ackerman**

**Stephanie Hellman**

**Chance Cutrano**

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2023/24

EXPENDITURES			----- FUNDING SOURCE -----								
Account No:	PROJECT	FY24 Project Phase	Estimated FY23 Project Costs	Gen Fund (Meas C) Transfers	Fund 20 Meas F Match Grant Funds	Fund 21 Gas Tax	Fund 22 Meas A/B TAM Transport Tax	Fund 23 Meas A Parks	Federal / State Funding	State Park Bond	Other Financing
51-521	PAVILION KITCHEN	Design & Const	285,635	107,683				-		177,952	
51-810	SR&R - BOLINAS/SFD	Design & Const	20,000	-	-	20,000	-				-
51-816	SR&R - 145 CANYON RD STABILIZE	Design & Const	185,000	-	-	-	185,000				
51-820	PARK FACILITY IMPR: WC REHAB	Design & Const	50,000	-	-			50,000			
51-824	ROAD STABILIZATION - 2678 SFD	Design & Const									
51-827	STORMWATER IMPROVEMENTS	Design & Const	150,000	-	-	-	-	-	150,000		-
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	85,000	-	30,000			55,000			-
51-843	AZALEA AVENUE BRIDGE	Design & Const	303,806	-					300,000		3,806
51-845	103 ROCCA	Design & Const	150,000	150,000					-		-
51-856	MEADOW WAY BRIDGE	Design & Const	776,600	13,770	-	40,000	-		722,830		-
51-871	BRIDGE PREVENTIVE MAINT PROG -SPRUCE, MARIN CANYON BRIDGES	Design & Const	242,000	36,610		-	-	-	205,390		-
51-873	CREEK ROAD BRIDGE	Design & Const	190,000	10,000					180,000		
51-XXX	PERI PARK CREEKSIDE RESTORATION	Design & Const	45,231	-	-	-	-	45,231	-	-	
52-534	HEADWALL - 6 BRIDGE CT	Design & Const	170,000	170,000							
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	20,000	10,000	10,000	-					
53-825	AZALEA AVE @ SFD	Design & Const	250,000	-			250,000				
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	190,000	170,000	20,000	-	-				-
53-887	STREET RESURFACING & REPAIR	Annual Program	1,000,000	700,000	-	200,000	100,000				-
	<b>TOTALS</b>		<b><u>\$ 4,113,272</u></b>	<b><u>\$ 1,368,063</u></b>	<b><u>\$ 60,000</u></b>	<b><u>\$ 260,000</u></b>	<b><u>\$ 535,000</u></b>	<b><u>\$ 150,231</u></b>	<b><u>\$ 1,558,220</u></b>	<b><u>\$ 177,952</u></b>	<b><u>\$ 3,806</u></b>

# TOWN OF FAIRFAX

## CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2024/25

EXPENDITURES			----- FUNDING SOURCE -----								
Account No:	PROJECT	FY25 Project Phase	Estimated FY25 Project Costs	Gen Fund (Meas C) Transfers	Fund 20 Meas F Match Grant Funds	Fund 21 Gas Tax	Fund 22 Meas A/B TAM Transport Tax	Fund 23 Meas A Parks	Federal / State Funding	State Park Bond	Other Financing
51-521	PAVILION KITCHEN	Design & Const	230,000	52,048				-		177,952	
51-810	SR&R - BOLINAS/SFD	Design & Const	20,000	-	-	20,000	-				-
51-816	SR&R - 145 CANYON RD STABILIZE	Design & Const	5,000	5,000		-	-				
51-820	PARK FACILITY IMPR: WC REHAB	Design & Const	50,000	-	-			50,000			
51-827	STORMWATER IMPROVEMENTS	Design & Const	90,000	-	-	-	-	-	90,000		-
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	85,000	-	30,000			55,000			-
51-843	AZALEA AVENUE BRIDGE	Design & Const	303,806	-					300,000		3,806
51-845	103 ROCCA	Design & Const	250,000	250,000					-		-
51-856	MEADOW WAY BRIDGE	Design & Const	698,212	-	-	53,770	-		644,442		-
51-871	BRIDGE PREVENTIVE MAINT PROG -SPRUCE, MARIN CANYON BRIDGES	Design & Const	242,000	36,610		-	-	-	205,390		-
51-873	CREEK ROAD BRIDGE	Design & Const	190,000	10,000					180,000		-
51-XXX	PERI PARK CREEKSIDE RESTORATION	Design & Const	45,231	-	-	-	-	45,231	-	-	-
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	20,000	10,000	10,000	-					
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	225,000	-	-	-	-		225,000		-
53-887	STREET RESURFACING & REPAIR	Annual Program	550,000	-	-	250,000	300,000				-
	<b>TOTALS</b>		<b><u>\$ 3,004,249</u></b>	<b><u>\$ 363,658</u></b>	<b><u>\$ 40,000</u></b>	<b><u>\$ 323,770</u></b>	<b><u>\$ 300,000</u></b>	<b><u>\$ 150,231</u></b>	<b><u>\$ 1,644,832</u></b>	<b><u>\$ 177,952</u></b>	<b><u>\$ 3,806</u></b>



# Town of Fairfax

## 2024-25 Capital Budget

# CAPITAL IMPROVEMENTS

PROJECT SUMMARY- CURRENT YEAR	TOTAL FUND 51	TOTAL FUND 52	TOTAL FUND 53	DRAFT FY 2024/25
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**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-	-	-	-
070 711 FEDERAL/STATE GRANT REVENUE	-	-	225,000	225,000
070 699 FEDERAL BPMP	205,390	-	-	205,390
070 864 STATE PARK BOND REVENUE	177,952	-	-	177,952
070 695 COUNTY MEASURE A PARK	-	-	-	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP) COUNTY FINANCING LOAN	1,124,442	-	-	1,124,442
OTHER	3,806	-	-	3,806
RESERVES	-	-	-	-
<b>SUBTOTAL REVENUES</b>	<b>1,511,590</b>	<b>-</b>	<b>225,000</b>	<b>1,736,590</b>

**APPROPRIATIONS**

821 OUTSIDE SERVICES	-	-	-	-
825 ENVIRONMENTAL & PERMITS	38,806	-	-	38,806
826 ENGINEERING & DESIGN	1,215,212	-	100,000	1,315,212
827 CONSTRUCTION	985,231	-	695,000	1,680,231
828 CONSTRUCTION ENGINEERING OTHER	-	-	-	-
<b>SUBTOTAL APPROPRIATIONS</b>	<b>2,239,249</b>	<b>-</b>	<b>795,000</b>	<b>3,034,249</b>

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	383,658	-	10,000	393,658
100 941 TSFR FUND 20 - MEASURE F	30,000	-	10,000	40,000
100 942 TSFR FUND 21 - GAS TAX	73,770	-	250,000	323,770
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-	-	300,000	300,000
100 957 TSFR FUND 23 - MEAS A PARK	150,231	-	-	150,231
100 TSFR FUND 25 - FEDERAL STIMULUS	90,000	-	-	90,000
<b>SUBTOTAL TRANSFER</b>	<b>727,659</b>	<b>-</b>	<b>570,000</b>	<b>1,297,659</b>

**NET DEPARTMENT ACTIVITY**

- - - -

<b>NOTES:</b>



# Town of Fairfax

## 2024-25 Capital Budget

### CAPITAL IMPROVEMENT DETAIL

PROJ #	PROJECT NAME	APPROP	REVENUES	TRANSFERS	TRANSFER DETAIL					
					GF (01)	MEAS F (20)	GAS TX (21)	TRAN (22)	PARK (23)	FED STIM (25)
51- 521	PAVILION KITCHEN	230,000	177,952	52,048	52,048	-	-	-	-	-
51- 810	STREET R&R @ BOLINAS & SFD	20,000	-	20,000	-	-	20,000	-	-	-
51- 816	STREET R&R @ 145 CANYON	5,000	-	5,000	5,000	-	-	-	-	-
51- 820	WC REHAB PARK FAC	50,000	-	50,000	-	-	-	-	50,000	-
51- 824	ROAD STAB @ 2378 SFD	-	-	-	-	-	-	-	-	-
51- 827	STORMWATER IMPR	90,000	-	90,000	-	-	-	-	-	90,000
51- 841	MISC PARK & TRAIL	85,000	-	85,000	-	30,000	-	-	55,000	-
51- 843	AZALEA AVE BRIDGE	303,806	303,806	-	-	-	-	-	-	-
51- 845	ROAD STAB @ 103 ROCCA	250,000	-	200,000	200,000	-	-	-	-	-
51- 856	MEADOW BRIDGE	698,212	644,442	53,770	-	-	53,770	-	-	-
51- 871	BPMP SP/MAR/CAN BRIDGES	242,000	205,390	36,610	36,610	-	-	-	-	-
51- 873	CREEK RD BRIDGE	190,000	180,000	10,000	10,000	-	-	-	-	-
51- 890	PERI PARK CREEKSIDE RESTORATION	45,231	-	45,231	-	-	-	-	45,231	-
53- 804	SIDEWALK R&R	20,000	-	20,000	10,000	10,000	-	-	-	-
53- 830	DOWNTOWN STREET/SIDEWALK R&R	225,000	225,000	-	-	-	-	-	-	-
53- 887	PAVEMNT MANG STREET R&R	550,000	-	550,000	-	-	250,000	300,000	-	-
<b>TOTALS</b>		<b>3,004,249</b>	<b>1,736,590</b>	<b>1,217,659</b>	<b>313,658</b>	<b>40,000</b>	<b>323,770</b>	<b>300,000</b>	<b>150,231</b>	<b>90,000</b>
51	2,164,018	1,511,590	602,428	303,658	30,000	73,770	-	105,000	90,000	
52	-	-	-	-	-	-	-	-	-	
53	795,000	225,000	570,000	10,000	10,000	250,000	300,000	-	-	
T	2,959,018	1,736,590	1,172,428	313,658	40,000	323,770	300,000	105,000	90,000	



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-521 PAVILION KITCHEN

Design and build all electric energy efficient kitchen at Pavilion.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	177,952		177,952				
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER	-		-				
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>177,952</b>	<b>-</b>	<b>177,952</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

SEE NOTE

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	29,101	29,101					
826 ENGINEERING & DESIGN	30,000		30,000				
827 CONSTRUCTION	215,000	15,000	200,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>274,101</b>	<b>44,101</b>	<b>230,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	96,149	44,101	52,048				
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>96,149</b>	<b>44,101</b>	<b>52,048</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

- - - - -

NOTES:	Revenue from State Park and Rec per capita grant (Prop 68)
	Required match from Town \$44,488



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-810 STREET RESURFACING & REPAIR

#### SELECTED ST.- BOLINAS RD. & SIR FRANCIS DRAKE

Repaving and repair for selected streets in Town

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	60,000	60,000					
OTHER SEE NOTE	-		-				
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	28,050			28,050			
827 CONSTRUCTION	210,000	60,000	20,000	130,000			
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>238,050</b>	<b>60,000</b>	<b>20,000</b>	<b>158,050</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-		-				
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX	100,000		20,000	80,000			
100 956 TSFR FUND 22 - MEAS A TAM	78,050			78,050			
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>178,050</b>	<b>-</b>	<b>20,000</b>	<b>158,050</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

- - - - -

NOTES: Portions of Bolinas Rd. from approx. Broadway south to the Town Limits.  
 Portions of Sir Francis Drake from approx. Oak Manor Dr. west to the town limits





# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-816 STREET RESURFACING & REPAIR

#### 145 CANYON RD STABILIZATION

Stabilization of the roadway and existing retaining wall located approximately at 145 Canyon Road

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER SEE NOTE	-						
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	40,000	10,000	5,000	10,000	5,000	5,000	5,000
826 ENGINEERING & DESIGN	20,000	10,000		10,000			
827 CONSTRUCTION	150,000			150,000			
828 CONSTRUCTION ENGINEERING	15,000			15,000			
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>225,000</b>	<b>20,000</b>	<b>5,000</b>	<b>185,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	35,000	10,000	5,000	5,000	5,000	5,000	5,000
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-		-				
100 956 TSFR FUND 22 - MEAS A TRANSPORT	195,000	10,000		185,000			
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>230,000</b>	<b>20,000</b>	<b>5,000</b>	<b>190,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>

#### NET PROJECT ACTIVITY

5,000	-	-	5,000	-	-	-
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NOTES: Using FY19-20 TAM Measure A funds



# Town of Fairfax

## 2024-25 Capital Budget

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

Improvements to the Women's Club: 1) Improve lighting and 2) energy improvements to replace furnace and water heater.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER	-						
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-		-				
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	58,000	8,000	50,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>58,000</b>	<b>8,000</b>	<b>50,000</b>	-	-	-	-

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	8,000	8,000					
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	50,000		50,000				
<b>SUBTOTAL TRANSFER</b>	<b>58,000</b>	<b>8,000</b>	<b>50,000</b>	-	-	-	-

#### NET PROJECT ACTIVITY

- - - - -

NOTES: MEASURE A - Park funds
HVAC upgrades & additional interior & exterior improvements
Upgrades include roof, doors, landscaping



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-824 ROAD STABILIZATION

#### 2378 SFD

In October 2021, rains caused a sinkhole on Sir Frances Drake. Emergency repairs were performed. Ongoing expenses are for investigation of the condition of the roadway condition and retaining wall.

PROJECT SUMMARY	ESTIMATED	PRIOR YEARS	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
	TOTAL	ACTUAL	ADOPTED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN							
OTHER - FEMA SEE NOTE	330,587	330,587	-				
TO BE DETERMINED	120,000			120,000			
<b>SUBTOTAL REVENUES</b>	<b>450,587</b>	<b>330,587</b>	<b>-</b>	<b>120,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	50,000			50,000			
827 CONSTRUCTION	560,783	440,783		120,000			
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>610,783</b>	<b>440,783</b>	<b>-</b>	<b>170,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	160,196	110,196		50,000			
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>160,196</b>	<b>110,196</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

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NOTES:	Funded by Council emergency authorization March 2022
	FEMA reimbursement expected for 75%



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-827 STORM WATER IMPROVEMENTS

(1) Stormwater mapping and inventory assessment. (2) Installation of pollution control devices on storm drain inserts per state requirements. Includes storm drain mapping at various locations

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					-	
COUNTY FINANCING LOAN	-						
OTHER <span style="float: right;">see note</span>	-						
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	150,000		90,000	60,000			
827 CONSTRUCTION	1,500,000			750,000	750,000		
828 CONSTRUCTION ENGINEERING	50,000				50,000		
OTHER	-		-	-			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>1,700,000</b>	-	<b>90,000</b>	<b>810,000</b>	<b>800,000</b>	-	-

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
100 TSFR FUND 25 - FEDERAL STIMULUS	1,700,000		90,000	810,000	800,000		
<b>SUBTOTAL TRANSFER</b>	<b>1,700,000</b>	-	<b>90,000</b>	<b>810,000</b>	<b>800,000</b>	-	-

#### NET PROJECT ACTIVITY

- - - - -

NOTES: Eligible infrastructure expense under the American Rescue Plan Act (ARPA).  
Park Road \$52,000 Kent \$36,000



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

Park improvements & pedestrian trail improvements funded by Measure A Park & Measure F funding including park improvements.  
 Projects include pedestrian trail repair.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	58,000	58,000	-				
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER [AARP Grant]	-		-				
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>58,000</b>	<b>58,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	459,000	174,000	85,000	50,000	50,000	50,000	50,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-				
<b>SUBTOTAL APPROPRIATIONS</b>	<b>459,000</b>	<b>174,000</b>	<b>85,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE F	186,000	36,000	30,000	30,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	215,000	80,000	55,000	20,000	20,000	20,000	20,000
<b>SUBTOTAL TRANSFER</b>	<b>401,000</b>	<b>116,000</b>	<b>85,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

#### NET PROJECT ACTIVITY

- - - - -

<b>NOTES:</b>	For trail maintenance/repair: funded by Measure Park and Measure F.
	See FUND 23 for funding detail on park improvements for the use of Measure A Park funds (approx. \$89,000).



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-843 AZALEA AVENUE BRIDGE

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, ROW, and design costs. Phase I design will include preliminary environmental assessments, community outreach, conceptual design, and cost estimates. Phase II is engineering design and ROW. Overall Ph I&II would be complete in 18-24 months. The project is 100% funded by State and Federal grants with the exception of CEQA costs. The County of Marin will cover up to \$60,000 of the Town's CEQA and other out-of-pocket expenses.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	5,515,080	716,460	300,000	300,000	2,198,620	2,000,000	
COUNTY FINANCING LOAN	-						
OTHER	41,806	28,000	3,806	10,000			
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>5,556,886</b>	<b>744,460</b>	<b>303,806</b>	<b>310,000</b>	<b>2,198,620</b>	<b>2,000,000</b>	

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	41,806	28,000	3,806	10,000			
826 ENGINEERING & DESIGN	1,515,080	716,460	300,000	300,000	198,620		
827 CONSTRUCTION	4,000,000		-		2,000,000	2,000,000	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>5,556,886</b>	<b>744,460</b>	<b>303,806</b>	<b>310,000</b>	<b>2,198,620</b>	<b>2,000,000</b>	

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

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**NOTES:** Engineering & design costs include NEPA. Environmental & permits is for CEQA costs.  
 The County Flood Zone 9 (shown as "other" revenue) will reimburse up to \$60,000 for costs (e.g., CEQA) not eligible for HBP funding.



# Town of Fairfax

## 2024-25 Capital Budget

**PROJECT 51-845 ROAD STABILIZATION**  
**103 ROCCA AVE**

Roadway settlement . Inclinator has been installed

PROJECT SUMMARY	ESTIMATED	PRIOR YEARS	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
	TOTAL	ACTUAL	ADOPTED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN							
OTHER SEE NOTE	-		-				
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	50,000		50,000				
827 CONSTRUCTION	200,000		200,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>250,000</b>	-	<b>250,000</b>				

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	200,000		200,000				
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>200,000</b>	-	<b>200,000</b>				

**NET PROJECT ACTIVITY**

**(50,000)**      -      **(50,000)**      -      -      -      -

<b>NOTES:</b>	Funding for geotech consultation re: development of stabilization options and eventual design of preferred option.
	Outside services includes topo/ROW survey.



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-856 MEADOW WAY BRIDGE

The Meadow Way Bridge project is the replacement of the dilapidated existing bridge with a new concrete bridge. The project is funded by the Federal Highway Bridge Program (HBP) administered by Caltrans. The HBP covers 88.5% of design and environmental costs except for CEQA related costs. HBP covers 100% of right-of-way, construction and construction management costs. Caltrans approved NEPA in October 2019. The Town approved the Initial Study/Mitigated Negative Declaration for CEQA in June 2020.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	6,291,504	1,447,062	644,442	4,200,000			
COUNTY FINANCING LOAN	28,000	28,000					
OTHER	-		-				
TO BE DETERMINED	-		-				
SEE NOTE	-		-				
<b>SUBTOTAL REVENUES</b>	<b>6,319,504</b>	<b>1,475,062</b>	<b>644,442</b>	<b>4,200,000</b>	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	194,000	184,000	10,000				
826 ENGINEERING & DESIGN	1,927,600	1,624,388	303,212				
827 CONSTRUCTION	4,585,000		385,000	4,200,000			
828 CONSTRUCTION ENGINEERING	-			-			
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>6,706,600</b>	<b>1,808,388</b>	<b>698,212</b>	<b>4,200,000</b>	-	-	-

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	265,165	265,165					
100 941 TSFR FUND 20 - MEASURE F	10,000	10,000					
100 942 TSFR FUND 21 - GAS TAX	111,931	58,161	53,770				
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>387,096</b>	<b>333,326</b>	<b>53,770</b>	-	-	-	-

#### NET PROJECT ACTIVITY

- - - - -

NOTES: Engineering & design costs include NEPA. Environmental & permits is for CEQA costs. CEQA costs are not covered by HBP funding.





# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-871 BRIDGE PREVENTIVE MAINTENANCE PROGRAM SPRUCE, MARIN, CANYON

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 has been funded for Phase I and all design work. Phase I includes preliminary engineering, environmental, and community outreach works for the project. The Federal BPMP program has a matching requirement of 11.5% and does not cover CEQA costs.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	88,628		-	54,218	34,410		
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	1,542,225	421,668	205,390	558,037	357,130		
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	15,000	15,000					
OTHER	-						
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>1,645,853</b>	<b>436,668</b>	<b>205,390</b>	<b>612,255</b>	<b>391,540</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	48,600	28,600	10,000	10,000			
826 ENGINEERING & DESIGN	908,637	476,300	232,000	200,337			
827 CONSTRUCTION	833,400			430,000	403,400		
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-	-			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>1,790,637</b>	<b>504,900</b>	<b>242,000</b>	<b>640,337</b>	<b>403,400</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	137,672	61,120	36,610	28,082	11,860		
100 941 TSFR FUND 20 - MEASURE F	-	-					
100 942 TSFR FUND 21 - GAS TAX	7,112	7,112					
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>144,784</b>	<b>68,232</b>	<b>36,610</b>	<b>28,082</b>	<b>11,860</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

- - - - -

NOTES: Engineering & design costs include NEPA. Environmental & permits is for CEQA costs



# Town of Fairfax

## 2024-25 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. Design will take about 18-24 months to complete. The Creek Road Bridge is almost 100% covered by the HBP funding, but does not cover CEQA and a minor portion of preliminary design costs

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	2,828,249	916,499	180,000	162,250	1,569,500	-	
COUNTY FINANCING LOAN	14,397	14,397					
OTHER	-						
TO BE DETERMINED <i>see note</i>	-						
<b>SUBTOTAL REVENUES</b>	<b>2,842,646</b>	<b>930,896</b>	<b>180,000</b>	<b>162,250</b>	<b>1,569,500</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	48,600	28,600	10,000	10,000			
826 ENGINEERING & DESIGN	1,258,749	916,499	180,000	162,250			
827 CONSTRUCTION	1,569,500				1,569,500	-	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-	-			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>2,876,849</b>	<b>945,099</b>	<b>190,000</b>	<b>172,250</b>	<b>1,569,500</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	34,203	14,203	10,000	10,000			
100 941 TSFR FUND 20 - MEASURE F	-	-					
100 942 TSFR FUND 21 - GAS TAX	-	-					
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>34,203</b>	<b>14,203</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

- - - - -

NOTES: Engineering & design costs include NEPA. Environmental & permits is for CEQA costs



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 51-890 PERI PARK CREEK STABILIZATION

Fairfax Creek & Peri Park erosion control; flood control, debris management

PROJECT SUMMARY	ESTIMATED	PRIOR YEARS	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
	TOTAL	ACTUAL	ADOPTED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN							
OTHER SEE NOTE	790,000		-	790,000			
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	<b>790,000</b>	<b>-</b>	<b>-</b>	<b>790,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	40,000			40,000			
827 CONSTRUCTION	1,045,231		45,231	1,000,000			
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>1,085,231</b>	<b>-</b>	<b>45,231</b>	<b>1,040,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	250,000			250,000			
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	45,231		45,231				
<b>SUBTOTAL TRANSFER</b>	<b>295,231</b>	<b>-</b>	<b>45,231</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

- - - - -

NOTES: Revenue funding being sought from Coastal Conservancy, FEMA, Local Hazard Mitigation Program (LHMP)



**Town of Fairfax**  
2024-25 Capital Budget

**PROJECT 52-534 HEADWALL/CULVERT STABILIZATION**  
**6 BRIDGE CT**

<b>PROJECT SUMMARY</b>	<b>ESTIMATED TOTAL</b>	<b>PRIOR YEARS ACTUAL</b>	<b>FY 2024-25 ADOPTED</b>	<b>FY 2025-26 ESTIMATED</b>	<b>FY 2026-27 ESTIMATED</b>	<b>FY 2027-28 ESTIMATED</b>	<b>FY 2028-29 ESTIMATED</b>
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**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN							
OTHER SEE NOTE	-		-				
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE SERVICES	7,500	7,500					
825 ENVIRONMENTAL & PERMITS	100,000			100,000			
826 ENGINEERING & DESIGN	15,000	10,000		5,000			
827 CONSTRUCTION	270,000	60,000		65,000	145,000		
828 CONSTRUCTION ENGINEERING	25,000				25,000		
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>417,500</b>	<b>77,500</b>	-	<b>170,000</b>	<b>170,000</b>	-	-

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	417,500	77,500		170,000	170,000		
100 941 TSFR FUND 20 - MEASURE F							
100 942 TSFR FUND 21 - GAS TAX							
100 956 TSFR FUND 22 - MEAS A TAM							
100 957 TSFR FUND 23 - MEAS A PARK							
<b>SUBTOTAL TRANSFER</b>	<b>417,500</b>	<b>77,500</b>	-	<b>170,000</b>	<b>170,000</b>	-	-

**NET PROJECT ACTIVITY**

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<b>NOTES:</b>	Phase 1 construction completed 2021 on emergency basis
	Phase 2 needs environmental permitting and 100% bid plans for construction



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 53-804 SIDEWALK REPLACEMENT & REPAIR

The Council created the sidewalk grant program beginning in FY15/16 to encourage residents to repair their sidewalks. The grant has changed over time. In FY22/23 the Town provided a \$1,000 grant and waiver of permit fees. In FY 23/24 the town will provide a \$2000 grant and waiver of permit fees.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER	-						
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	312,209	212,209	20,000	20,000	20,000	20,000	20,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>312,209</b>	<b>212,209</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

SEE NOTE

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	262,209	212,209	10,000	10,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE F	50,000		10,000	10,000	10,000	10,000	10,000
100 942 TSFR FUND 21 - GAS TAX	-		-	-			-
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>312,209</b>	<b>212,209</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

#### NET PROJECT ACTIVITY

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NOTES:								
827 - \$15,000 for misc sidewalk replacement & repair. \$25,000 for sidewalk & replacement program								
FISCAL YEAR	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
NUMBER OF HOMEOWNERS	6	6	5	4	4	1	9	
TOTAL REIMBURSED	\$ 4,000	\$ 5,533	\$ 4,500	\$ 14,350	13,048	\$ 1,000	15,300	
Program approved by TC 9/2015								



**Town of Fairfax**  
2024-25 Capital Budget

**PROJECT 53-825 AZALEA/SFD INTERSECTION**

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<b>PROJECT SUMMARY</b>	<b>ESTIMATED TOTAL</b>	<b>PRIOR YEARS ACTUAL</b>	<b>FY 2024-25 ADOPTED</b>	<b>FY 2025-26 ESTIMATED</b>	<b>FY 2026-27 ESTIMATED</b>	<b>FY 2027-28 ESTIMATED</b>	<b>FY 2028-29 ESTIMATED</b>
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**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					-	
COUNTY FINANCING LOAN	-						
OTHER	-						
TO BE DETERMINED <i>see note</i>	-						
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	50,000				50,000		
827 CONSTRUCTION	200,000				200,000		
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-	-	-		
<b>SUBTOTAL APPROPRIATIONS</b>	<b>250,000</b>	-	-	-	<b>250,000</b>	-	-

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	-						
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	250,000				250,000		
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>250,000</b>	-	-	-	<b>250,000</b>	-	-

**NET PROJECT ACTIVITY**

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<b>NOTES:</b>



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 53-830 DOWNTOWN SIDEWALK IMPROVEMENTS

This project for ADA improvements in downtown including new sidewalk (e.g., north side of Sir Francis Drake between Taylor and Claus) and curb ramps.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-		-	-			
070 699 FEDERAL/STATE GRANT REVENUE	225,000		225,000				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER [AARP Grant]	-	-	-				
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>225,000</b>	<b>-</b>	<b>225,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	-		-		-	-	-
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-		-				
827 CONSTRUCTION	768,478	233,478	225,000	190,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>768,478</b>	<b>233,478</b>	<b>225,000</b>	<b>190,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	403,478	203,478		170,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE F	140,000	30,000		20,000	30,000	30,000	30,000
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>543,478</b>	<b>233,478</b>	<b>-</b>	<b>190,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

#### NET PROJECT ACTIVITY

- - - - -

#### NOTES:

827 Downtown sidewalk reconstruction and repair; the Council may allocate additional funding depending on the construction quotes received.

Financing from TFCA & TDA and TAM (Bank & Broadway /Claus; includes study \$6,000



# Town of Fairfax

## 2024-25 Capital Budget

### PROJECT 53-887 STREET RESURFACING & REPAIR

This project is for street repair based on the recommendations of the pavement management study. Detail is in the appendices.  
 The work will vary from maintenance (IE slurry seal at Napa & Dominga), repair of selected streets. Some of the work may be performed in-house.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN SEE NOTE	-						
OTHER SEE NOTE	20,370	20,370					
TO BE DETERMINED	-						
<b>SUBTOTAL REVENUES</b>	<b>20,370</b>	<b>20,370</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES SEE NOTE	-			-	-	-	-
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN SEE NOTE	140,000		100,000	10,000	10,000	10,000	10,000
827 CONSTRUCTION SEE NOTE	1,330,370	20,370	450,000	590,000	90,000	90,000	90,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>1,470,370</b>	<b>20,370</b>	<b>550,000</b>	<b>600,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	500,000			500,000			
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX (SB1)	650,000		250,000	100,000	100,000	100,000	100,000
100 956 TSFR FUND 22 - MEAS A TRANSPORT	300,000		300,000				
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>1,450,000</b>	<b>-</b>	<b>550,000</b>	<b>600,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

#### NET PROJECT ACTIVITY

- - - - -

NOTES:	821 - construction management services
	826 - engineering design for street resurfacing work
	827 - Includes preventive maintenance activities to improve average road quality rating (currently 63) - slurry seal
	See appendix for Pavement Management Plan





**Town of Fairfax**  
2024-25 Capital Budget

**PROJECT 51-828 ROAD STABILIZATION**  
**46 CANYON CREEK BANK REPAIR**

PROJECT SUMMARY	ESTIMATED	PRIOR YEARS	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
	TOTAL	ACTUAL	ADOPTED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN							
OTHER SEE NOTE	-		-				
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	20,000	10,000	10,000				
827 CONSTRUCTION	20,000	20,000					
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>40,000</b>	<b>30,000</b>	<b>10,000</b>	-	-	-	-

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	40,000	30,000	10,000				
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>40,000</b>	<b>30,000</b>	<b>10,000</b>	-	-	-	-

**NET PROJECT ACTIVITY**

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**NOTES:** Emergency repairs installed installed in 2019. Permanent repairs necessary.



**Town of Fairfax**  
2024-25 Capital Budget

**PROJECT 51-\_\_\_ ROAD STABILIZATION**  
**111 FRUSTUCK AVE**

**PROJECT SUMMARY**

ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-					
070 699 FEDERAL/STATE GRANT REVENUE	-		-			
070 699 FEDERAL BPMP	-					
070 864 STATE PARK BOND REVENUE	-					
070 695 COUNTY MEASURE A PARK	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-					
COUNTY FINANCING LOAN						
OTHER SEE NOTE	-		-			
TO BE DETERMINED						
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE SERVICES	4,600	4,600				
825 ENVIRONMENTAL & PERMITS	-					
826 ENGINEERING & DESIGN	20,000	5,000	15,000			
827 CONSTRUCTION	50,000			50,000		
828 CONSTRUCTION ENGINEERING	-					
OTHER	-					
<b>SUBTOTAL APPROPRIATIONS</b>	<b>74,600</b>	<b>9,600</b>	<b>15,000</b>	<b>50,000</b>	-	-

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	74,600	9,600	15,000	50,000		
100 941 TSFR FUND 20 - MEASURE F	-					
100 942 TSFR FUND 21 - GAS TAX	-					
100 956 TSFR FUND 22 - MEAS A TAM	-					
100 957 TSFR FUND 23 - MEAS A PARK	-					
<b>SUBTOTAL TRANSFER</b>	<b>74,600</b>	<b>9,600</b>	<b>15,000</b>	<b>50,000</b>	-	-

**NET PROJECT ACTIVITY**

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**NOTES:** Funding for geotech consultation re: development of stabilization options and eventual design of preferred option.  
Outside services includes topo/ROW survey.



**Town of Fairfax**  
2024-25 Capital Budget

**PROJECT 51-\_\_\_ SCENIC ROAD STABILIZATION**  
**454 SCENIC RD**

**UNFUNDED**

PROJECT SUMMARY	ESTIMATED	PRIOR YEARS	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
	TOTAL	ACTUAL	ADOPTED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED

**REVENUES**

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-		-				
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN							
OTHER SEE NOTE	-		-				
TO BE DETERMINED							
<b>SUBTOTAL REVENUES</b>	-	-	-	-	-	-	-

**APPROPRIATIONS**

821 OUTSIDE SERVICES	7,500	7,500					
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	30,000	10,000	20,000				
827 CONSTRUCTION	150,000			150,000			
828 CONSTRUCTION ENGINEERING	15,000			15,000			
OTHER	-						
<b>SUBTOTAL APPROPRIATIONS</b>	<b>202,500</b>	<b>17,500</b>	<b>20,000</b>	<b>165,000</b>	-	-	-

**TRANSFERS**

100 931 TSFR FUND 01 - GEN FUND (Meas C)	202,500	17,500	20,000	165,000			
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>202,500</b>	<b>17,500</b>	<b>20,000</b>	<b>165,000</b>	-	-	-

**NET PROJECT ACTIVITY**

	-	-	-	-	-	-	-
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<b>NOTES:</b> Design partially complete



# Town of Fairfax

## 2024-25 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 YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 ESTIMATED
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#### REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	90,000	90,000	-	-	-		
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-			-			
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	-						
COUNTY FINANCING LOAN	-						
OTHER FEMA	3,195,391			1,881,000	1,314,391		
RESERVES	200,000	20,000		180,000	-		
<b>SUBTOTAL REVENUES</b>	<b>3,485,391</b>	<b>110,000</b>	<b>-</b>	<b>2,061,000</b>	<b>1,314,391</b>	<b>-</b>	<b>-</b>

#### APPROPRIATIONS

821 OUTSIDE SERVICES	110,000	110,000		-	-		
825 ENVIRONMENTAL & PERMITS	24,000			24,000			
826 ENGINEERING & DESIGN	356,446	262,421		94,025	-		
827 CONSTRUCTION	3,362,100			1,609,579	1,752,521		
828 CONSTRUCTION ENGINEERING	249,075			249,075	-		
OTHER	166,000			166,000			
<b>SUBTOTAL APPROPRIATIONS</b>	<b>4,267,621</b>	<b>372,421</b>	<b>-</b>	<b>2,142,679</b>	<b>1,752,521</b>	<b>-</b>	<b>-</b>

#### TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	782,230	262,421		81,679	438,130		
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-			-			
100 957 TSFR FUND 23 - MEAS A PARK	-						
<b>SUBTOTAL TRANSFER</b>	<b>782,230</b>	<b>262,421</b>	<b>-</b>	<b>81,679</b>	<b>438,130</b>	<b>-</b>	<b>-</b>

#### NET PROJECT ACTIVITY

- - - (0) - - -

NOTES: Funding anticipated FEMA Grant of 1,881,100 approved in 2019 which expired. FEMA funds 25% of the eligible project costs  
 Additional FEMA funds may be available in the future.  
 Reserves includes funds transferred from Fund 54 - Pavilion Restoration.

# TOWN OF FAIRFAX

## 2024 - 2025 Operating and Capital Improvement DRAFT Budget



## Appendices

Page	Description
A-1	Town of Fairfax Demographics
A-2	Town of Fairfax Organizational Chart
A-3	Salary Schedule
A-4	Allocation of Positions
A-5	Debt Service Schedules
A-6	Healthcare Rates
A-7	Measure A Workplan
A-8	Street Maintenance Projects
A-9	Ordinances & Resolutions - May 2023 to May 2024

# Town of Fairfax, California

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## DEMOGRAPHICS

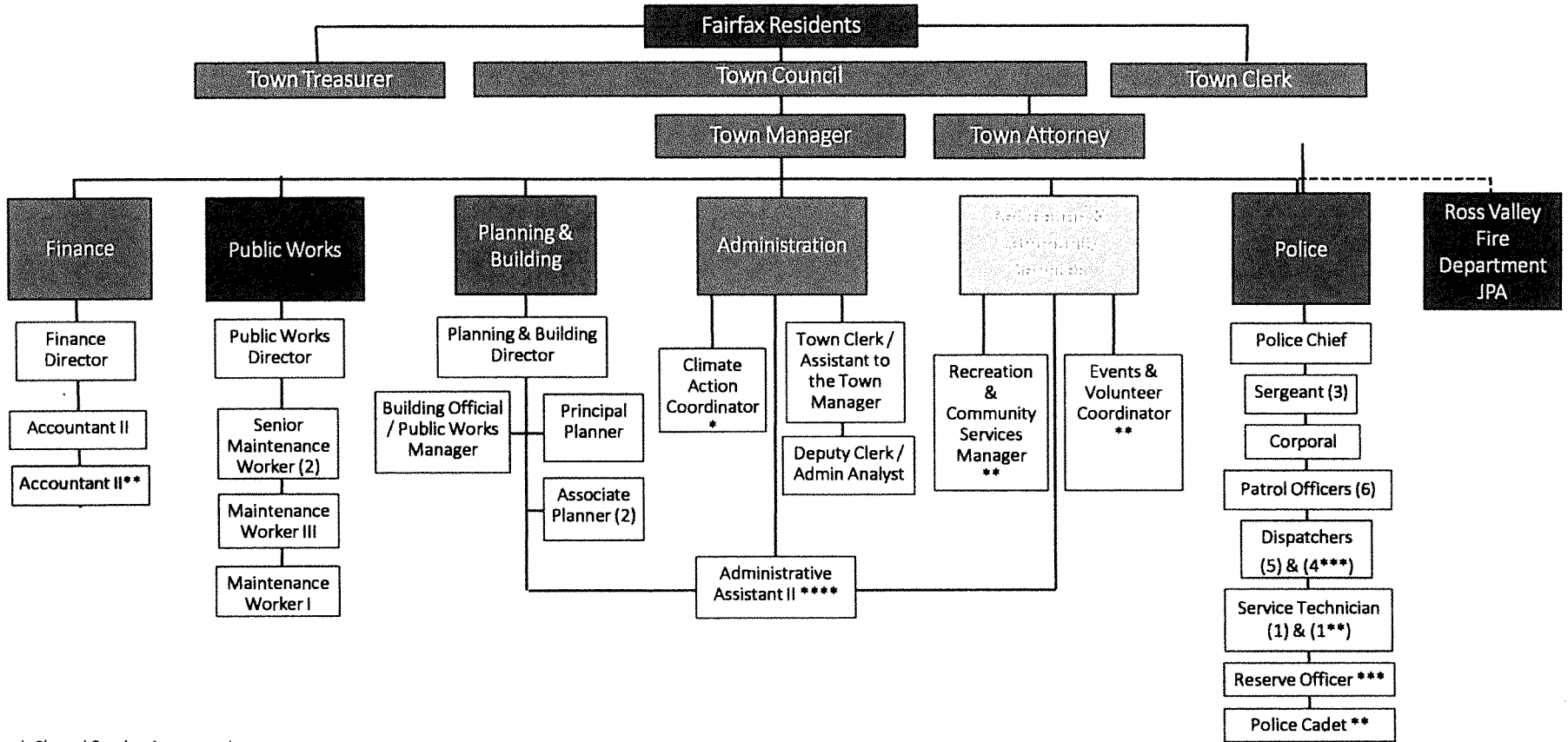
<b>Incorporated</b>	March 2, 1931
<b>Area</b>	2.204 sq mi (5.707 km <sup>2</sup> )
<b>Elevation</b>	115 ft (35m)
<b>Population</b> (2022)	7,354
CA Dept of Finance (2021)	7,418
<b>Registered Voters</b> (11/03/2020)	6,054
(02/18/2023)	5,877

## CENSUS

Census Year	2020	2010	2000
<b>Population</b>	7,605	7,441	7,319
<b>Households</b>	3,326	3,379	3,238
<b>Average Household Size</b>	2.28	2.31	2.20
<b>Number of Families</b>	1,967	1,937	1,811
<b>Average Family Size</b>	2.75	2.87	2.76
<b>Household Average Income</b>	\$119,166	\$109,225	\$58,465
<b>Average Age</b>	47.6	42.6	41.6

From the US Census Bureau <https://data.census.gov/cedsci/all?q=fairfax%20california>; Marin County Elections Department, Bay Area Census Data

# Town Organization for FY 2024/2025



Page A-2

- \* Employed through Shared Service Agreement
- \*\* P/T Employee
- \*\*\* P/T or hourly as needed
- \*\*\*\* F/T Employee Serving across multiple departments

This chart is a representation of the positions in each department, funded for FY 2024-25. Some positions serve two or more departments.

**TOWN OF FAIRFAX  
SALARY SCHEDULE  
FOR FISCAL YEAR 2023/24  
EFFECTIVE 07/1/23 (REV 2/7/24, 4/3/24)**

**EXHIBIT A**

	FULL TIME EQUIV			MONTHLY		ANNUAL	
	FT	PT	UNIT	LOW	HIGH	LOW	HIGH
<b>REPRESENTED EMPLOYEES:</b>							
TOWN MANAGER	1.00		NOTE 1	19,754	19,754	237,053	237,053
PUBLIC WORKS DIRECTOR	1.00		MGMT	14,335	16,594	172,019	199,130
PLANNING & BUILDING DIRECTOR	1.00		MGMT	13,561	15,698	162,727	188,374
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00		MGMT	11,036	12,776	132,436	153,312
FINANCE DIRECTOR	1.00		MGMT	11,036	12,776	132,436	153,312
CHIEF BUILDING OFFICIAL/PW MGR	1.00		MGMT	9,921	11,485	119,054	137,825
BUILDING OFFICIAL (NEW)			MGMT	11,661	13,500	139,932	162,000
BUILDING INSPECTOR (NEW)			MGMT	8,206	9,500	98,472	114,000
PRINCIPAL PLANNER	1.00		MGMT	9,429	10,915	113,151	130,981
SENIOR PLANNER	-		MGMT	8,480	9,816	101,759	117,791
ASSOCIATE PLANNER	-		MGMT	6,781	7,851	81,376	94,215
ASSISTANT PLANNER	2.00		MGMT	6,195	7,171	74,336	86,052
CLIMATE ACTION COORDINATOR	0.50		MGMT	8,057	9,327	96,688	111,929
RECREATION AND COMMUNITY SERVICE MGR		0.70	MGMT	7,802	9,032	93,622	108,389
MANAGEMENT ANALYST	-		MGMT	7,434	8,606	89,213	103,270
MARKETING AND COMMUNICATION SPECIALIST		-	MGMT	7,434	8,606	89,213	103,272
ACCOUNTANT II		0.80	MGMT	7,432	8,603	89,188	103,235
ACCOUNTANT I		-	MGMT	6,420	7,432	77,041	89,188
COMMUNITY RESOURCES COORD		0.50	MGMT	5,759	6,666	69,105	79,997
DEP TOWN CLERK/ADMIN ANALYST	1.00	-	CONF	6,812	8,694	81,744	104,328
SENIOR MAINTENANCE WORKER	2.00		SEIU	5,615	7,167	67,381	86,002
MAINTENANCE WORKER III	1.00		SEIU	5,009	6,393	60,108	76,711
MAINTENANCE WORKER II	-		SEIU	4,727	6,033	56,727	72,400
MAINTENANCE WORKER I	1.00		SEIU	4,500	5,743	54,002	68,914
ADMINISTRATIVE ASSISTANT II	1.00		SEIU	4,737	6,046	56,845	72,556
ADMINISTRATIVE ASSISTANT	-		SEIU	4,634	5,914	55,613	70,971
POLICE CHIEF	1.00		NOTE 1	15,906	15,906	190,877	190,877
POLICE LIEUTENANT	-		POA	10,172	12,982	122,063	155,786
POLICE SERGEANT	3.00		POA	8,387	10,705	100,649	128,457
POLICE CORPORAL	1.00		POA	7,402	9,447	88,828	113,370
POLICE OFFICER	6.00	0.25	POA	7,050	8,998	84,598	107,973
POLICE SERVICES TECH/CSO	1.00		POA	5,590	7,135	67,085	85,620
DISPATCHER	5.00	1.00	POA	5,590	7,135	67,085	85,620
<b>OTHER PART-TIME EMPLOYEES:</b>							
RET SPEC HELP SPECIAL PROJ		0.20					
SUMMER CAMP COUNCILOR							
POLICE CADET (2)		0.25					
FINANCE OFFICE ASSISTANT		0.10					
<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>	<b>32.50</b>	<b>3.80</b>					

HOURLY	
LOW	HIGH
58.10	74.15
14.49	31.05
26.69	26.69
16.88	19.54

NOTE: Certain elected positions: (5) COUNCILMEMBERS and (1) TREASURER are paid \$300/mo  
Table includes all authorized positions including those which are frozen or vacant Salaries shown are "Base Wages" and do not include



TOWN OF FAIRFAX  
SALARY SCHEDULE  
FOR FISCAL YEAR 2024/25

AS OF 7/1/24

FULL TIME EMPLOYEES:

		TOWN MGR	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	CLIMATE & ENV	PAARK MAINT	VOLUNTEER	RECREATION	REC CLASSES	SUMMER CAMP	RENTAL	
		211	221	231	241	311	321	411	510	511	514	611	616	617	621	622	625	
FTE	UNIT																	
1.00	CONTR	0.70		0.30														
1.00	SEIU	0.25				0.25	0.25							0.25				
1.00	MGMT		1.00															
1.00	CONF		1.00															
1.00	MGMT			0.10	0.90													
1.00	MGMT			0.10	0.90													
1.00	MGMT					1.00												
1.00	MGMT								1.00									
1.00	MGMT						1.00											
1.00	MGMT					1.00												
2.00	MGMT					2.00												
0.50	MGMT										0.50							
1.00	SEIU									0.25		0.50						0.25
1.00	SEIU									1.00								
2.00	SEIU									1.00		1.00						
1.00	CONTR							1.00										
-	POA																	
3.00	POA							3.00										
1.00	POA							1.00										
6.00	POA							6.00										
1.00	POA							1.00										
5.00	POA							5.00										

note 1

note 1

- DEPUTY TOWN CLERK
- PUBLIC WORKS DIRECTOR
- ASSISTANT PLANNER
- ASSOCIATE PLANNER
- SENIOR PLANNER
- ADMINISTRATIVE ASSISTANT
- MAINTENANCE WORKER II

-	CONF																	
-	MGMT																	
-	MGMT																	
-	MGMT																	
-	MGMT																	
-	SEIU																	
-	SEIU																	

TOTAL FULL TIME (FTE)

33.50		0.95	2.00	0.50	1.80	4.25	1.25	17.00	1.00	2.25	0.50	1.50	-	0.25	-	-	0.25
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PART TIME EMPLOYEES:

- ADMINISTRATIVE ASSISTANT
- DEPUTY TOWN CLERK
- RET SPEC HELP SPECIAL PROJ
- POLICE CADET (2)
- ACCOUNTANT II
- FINANCE OFFICE ASSISTANT
- DISPATCHER (4)
- RESERVE POLICE OFFICER (2)
- RECREATION & COMMUNITY SERVICES MGR
- EVENTS & VOLUNTEER COORDINATOR
- ADMINISTRATIVE ASSISTANT
- MARKETING & COMMUNICATION SPECIALIST

0.20																		
0.25								0.25										
0.20				0.10	0.70													
0.10					0.10													
1.00								1.00										
0.25								0.25										
0.70														0.14	0.49	0.07		
0.50												0.25	0.25					

TOTAL PART TIME (FTE)

3.20		-	-	0.10	0.80	-	-	1.50	-	-	-	-	0.25	0.39	0.49	0.07	-
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TOTAL FTE

36.70		0.95	2.00	0.60	2.60	4.25	1.25	18.50	1.00	2.25	0.50	1.50	0.25	0.64	0.49	0.07	0.25
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**TOWN OF FAIRFAX  
DEBT SERVICE SCHEDULES**

**1 2017 LEASE REVENUE BONDS (REFUNDING PERS SIDEFUND AND PRE-2013 UAL) \$3,860,000**

	<b>PRINCIPAL</b>	<b>RATE</b>	<b>INTEREST</b>	<b>PAYMENT</b>
<b>FY17</b>	\$ 113,000	5.40%	\$ 85,113	\$ 198,113
<b>FY18</b>	254,000	5.40%	198,909	452,909
<b>FY19</b>	282,000	5.40%	184,842	466,842
<b>FY20</b>	312,000	5.40%	169,182	481,182
<b>FY21</b>	151,000	5.40%	78,273	229,273
	<u>REFINANCED 9/29/20</u>			
<b>TOTALS</b>	<u>\$ 1,112,000</u>		<u>\$ 716,319</u>	<u>\$ 1,828,319</u>

**2 2020 LEASE REVENUE BONDS (REFINANCING 2017 LEASE AND UAL AT 6-30-21) \$9,402,000**

	<b>PRINCIPAL</b>	<b>RATE</b>	<b>INTEREST</b>	<b>PAYMENT</b>
<b>FY21</b>	\$ 185,000	3.45%	\$ 109,925	\$ 294,925
<b>FY22</b>	237,000	3.45%	314,640	551,640
<b>FY23</b>	320,000	3.45%	305,101	625,101
<b>FY24</b>	375,000	3.45%	293,198	668,198
<b>FY25</b>	435,000	3.45%	279,312	714,312
<b>FY26</b>	472,000	3.45%	263,770	735,770
<b>FY27</b>	515,000	3.45%	246,848	761,848
<b>FY28</b>	557,000	3.45%	228,459	785,459
<b>FY29</b>	601,000	3.45%	208,587	809,587
<b>FY30</b>	649,000	3.45%	187,145	836,145
<b>FY31</b>	699,000	3.45%	164,013	863,013
<b>FY32</b>	751,000	3.45%	139,121	890,121
<b>FY33</b>	766,000	3.45%	113,091	879,091
<b>FY34</b>	781,000	3.45%	86,543	867,543
<b>FY35</b>	777,000	3.45%	59,806	836,806
<b>FY36</b>	752,000	3.45%	33,586	785,586
<b>FY37</b>	530,000	3.45%	9,143	539,143
<b>TOTALS</b>	<u>\$ 9,402,000</u>		<u>\$ 3,042,287</u>	<u>\$ 12,444,287</u>

TABLE F  
TOWN OF FAIRFAX  
HEALTHCARE RATES (MONTHLY)  
2014 TO 2024

	#	2014	2019	2023	2024	▲ chg 1 YR	▲ chg 5 YR	
<b>KAISER (HMO)</b>	1							
1	6	742.72	768.25	913.74	1,021.41	11.8%	33.0%	
2	4	1,485.44	1,536.50	1,827.48	2,042.82	11.8%	33.0%	
3+ (BENCHMARK)	5	1,931.07	1,997.45	2,375.75	2,655.67	11.8%	33.0%	
<b>PERS PLATINUM/CHOICE (PPO)</b>								
1	4	2	690.77	866.27	1,200.12	1,314.27	9.5%	51.7%
2	1	1,381.54	1,732.54	2,400.24	2,628.54	9.5%	51.7%	
3+	2	1,796.00	2,252.30	3,120.31	3,417.10	9.5%	51.7%	
<b>BLUE SHIELD ACCESS + (HMO)</b>								
1	3	1	836.59	970.90	1,035.21	1,076.84	4.0%	10.9%
2	1	1,673.18	1,941.80	2,070.42	2,153.68	4.0%	10.9%	
3+	0	2,175.13	2,524.34	2,691.55	2,799.78	4.0%	10.9%	
<b>PERS GOLD/SELECT (PPO)</b>								
1	7	661.52	543.19	825.61	914.82	10.8%	68.4%	
2		1,323.04	1,086.38	1,651.22	1,829.64	10.8%	68.4%	
3+		1,719.95	1,412.29	2,146.59	2,378.53	10.8%	68.4%	
<b>PORAC (ASSOC)</b>								
1	5	634.00	774.00	825.00	931.00	12.8%	20.3%	
2		1,186.00	1,623.00	1,875.00	2,117.00	12.9%	30.4%	
3+		1,507.00	2,076.00	2,300.00	2,651.00	15.3%	27.7%	
<b>PERS CARE (PPO)</b>								
1	2	720.04	1,131.68					
2		1,440.08	2,263.36					
3+		1,872.10	2,942.37					
<b>ANTHEM BLUE CROSS TRADL (HMO)</b>								
1	6	728.41	1,111.13	1,210.71	1,339.70	10.7%	44.8%	
2		1,456.82	2,222.26	2,421.42	2,679.40	10.7%	44.8%	
3+		1,893.87	2,888.94	3,147.85	3,483.22	10.7%	44.8%	
<b>ANTHEM BLUE CROSS SELECT (HMO)</b>								
1		657.33	831.44	1,128.83	1,138.86	0.9%	33.0%	
2		1,314.66	1,662.88	2,257.66	2,277.20	0.9%	33.0%	
3+		1,709.06	2,161.74	2,934.96	2,961.04	0.9%	33.0%	

# MEASURE A WORKPLAN

# TO BE UPDATED

MEASURE A – PARKS is detailed in Fund 23 (on page 68)

**DESCRIPTION:**

Measure A is the one-quarter of one-percent sales tax originally approved by County voters in 2012 and approved again in June, 2022. As a condition of receiving the funds, the Town must submit a work plan to the County of Marin detailing the proposed uses of the funds.

Fairfax’s Measure A Advisory Committee (Committee) meets annually to recommend allocations for the upcoming year. For FY23-24, the County estimates Fairfax will receive approximately \$70,873 in Measure A sales tax revenue in addition to the carryforward balance of \$179,354.

The Measure A Advisory Committee met in April 2023 to discuss the allocation of funds. Below is the Measure A Parks budget for FY23-24.

**MEASURE A COMMITTEE RECOMMENDED ALLOCATION FOR FY 23-24**

Project/Program	A		B		C		D	
	Current Allocation		Current Year		Proposed		Allocation	
	Carryover Available	Estimated Expenditures	Carryover Available	Proposed Allocation	w.Carryover			
	FY22-23		FY23-24					
Parkland/Open Space Acquisition	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000			
Maint/Repair Ped Trail Improvements	50,000	(6,200)	43,800	6,200	50,000			
Women's Club Improvements (HVAC Split and Replace Side Doors)	20,973	(9,152)	11,821	38,179	50,000			
Replace wood swings with new BEARS 2-3 seat swing	39,919	(21,182)	18,737	(18,737)	-			
Platform for Parkade Art	5,000		5,000	-	5,000			
Peri Park Creek Bank Restoration				45,231	45,231			
Unallocated				(70,873)				
<b>Totals</b>	<b>\$ 215,892</b>	<b>\$ (36,534)</b>	<b>\$ 179,358</b>	<b>\$ 0</b>	<b>\$ 250,231</b>			

Column A (“Est. Expenditures”) reflects the estimated year end expenditures for a project.

Column B (“Carry-Over”) represents the funding allocated to a project in a previous year(s), but not spent in FY22-23. The County requires the Town to reallocate carryover funds each year.

Column C (“Proposed Allocation FY23-24”) includes the continuation or increase in allocation of two items also allocated in FY22-23

Column D (“Proposed Recommended Allocation w/Carryover”) includes the new allocation for funding for FY23-24 plus any carryover funding from previous years.

## PAVEMENT MANAGEMENT PLAN

The Pavement Management Program (PMP) is a strategy designed to assist the Town with the maintenance and rehabilitation of its roads. The PMP focuses on maintenance treatments to extend the life cycle of roads. The PMP is developed based on a software system designed to take into account the overall condition of the Town's road network and annual street capital budget. The PMP recommends the most cost-effective approach for the Town to undertake to maintain its roads.

The following list identifies the road sections and maintenance treatment for the Town to undertake based on a budget of \$1,000,000 which also includes design costs. The list is intended to be guide for staff as field conditions may dedicate revisions to the type of road treatment (e.g., slurry seal, asphalt overlays) and which portions of the road to repair. The Town will be trying an asphalt rubber product which has a higher rubber content and may allow us to treat more roads for the same costs as rubberized asphalt.

For FY 2023-24 Roads planned for Pavement restoration and repair currently include

- Scenic Road between Azalea and Manor
- Claus Drive between Sir Francis Drake and Burdette
- Porteous Ave between Bolinas Road and Wood Lane

Pavement Maintenance Projects (minor work to extend life) include:

- Rocca Drive Crack Sealing
- Broadway Crack Sealing
- Ridge Road Patch Paving
- Bolinas Road Crack Sealing

Staff is currently working on an extended Five-Year Plan for Streets and Road Repair with overall goal of improving Pavement Condition Index for Town of Fairfax.

# ORDINANCES AND RESOLUTIONS

MAY 2023 TO MAY 2024

## Ordinance Titles

- 879 An Ordinance of the Town Council of the Town of Fairfax Amending Title 2.12, "Town Manager", Section 2.12.070, "Powers and Duties" of the Fairfax Town Code, and Finding the Action Exempt from the California Environmental Quality Act (CEQA). Adopted June 7, 2023.
- 880 An Ordinance of the Town Council of the Town of Fairfax Adding Section 2.65 to Title 2 of the Fairfax Municipal Code Authorizing the Use of Electronic Signatures. Adopted July 12, 2023.  
[Ord Nos. 877 through 880 sent to American Legal for codification on 8-17-23]
- 881 An Ordinance of the Town Council of The Town of Fairfax Adding Chapter 15.17 "Gate Safeguards" to Title 15 "Buildings and Construction" of the Fairfax Municipal Code. Adopted August 2, 2023.
- 882 An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 5.54, Just Cause Evictions and Chapter 5.55, Rent Stabilization Program of Title 5 of the Fairfax Town Code. Adopted September 6, 2023.
- 883 An Ordinance of the Town Council of the Town of Fairfax Amending Sections 17.008.020, "Definitions," and 17.096.050, "Conditional Uses and Structures," and Adding a New Section 17.016.080, "Regulation of Filling (Service) Station Uses and Structures," to Title 17 of the Fairfax Municipal Code, and Finding the Action Exempt from CEQA. Adopted 11-01-23.
- 884 An Ordinance of the Town Council of the Town of Fairfax Adding Chapter 17.140 "Affordable Housing" to Title 17 "Zoning" of the Fairfax Municipal Code Related to Inclusionary Housing Requirements. Adopted 11-01-23.
- 885 An Ordinance of the Town Council of the Town of Fairfax Amending Title 17 (Zoning) and Title 15 (Buildings and Construction) Of The Fairfax Municipal Code By Adding the Following New Chapters: Chapter 17.010 (Rules of Measurement), Chapter 17.026 (Ministerial Approvals for Qualifying Housing Developments), Chapter 17.027 (Procedures for SB 330 Applications for Housing Developments), and Chapter 17.050 (Affordable Housing Density Bonus) and Amending the Following Chapters: Section 17.008.020 of Chapter 17.008 (Definitions), Chapter 17.020 (Design Review Regulations), Chapter 17.024 (Required Permits), Chapter 17.032 (Use Permits), Chapter 17.040 (General Zone Regulations), Chapter 17.044 (Exceptions Modifications and Waivers), Chapter 17.048 (Residential Accessory Dwelling Units and Junior Accessory

Dwelling Units), Chapter 17.052 (Off-Street Parking and Loading Requirements), Chapter 17.056 (Traffic Impact Permit), Chapter 17.076 (RS-7.5 Single-Family Residential Zone, Medium Density), Chapter 17.080 (RS-6 Single-Family Residential Zone, High Density), Chapter 17.084 (RD 5.5-7 Residential Zone, High Density), Chapter 17.088 (RM Multiple-Family Residential Zone), Chapter 17.090 (RM-S Multiple-Family Residential – Senior – Residential Zone), Chapter 116 (SF-RM Single-Family Residential Master Planned District), Chapter 17.136 (Floor Area), Chapter 17.138 (Regulations Applying In Multiple Zoning Districts), and Chapter 15.02 (Construction Codes) and Determining the Ordinance to be Exempt from CEQA. Adopted 11-01-23.

- 886 An Ordinance of The Town Council of The Town of Fairfax Amending Title 17 (Zoning) Of the Fairfax Municipal Code to Update the Following Chapters: Chapter 17.060 (Ridgeline Development), Chapter 17.072 (Hill Area Residential Development Overlay Zone), And Chapter 17.124 (Ur Upland Residential Zone) To Implement the General Plan Housing Element. 01-24-2024
- 887 An Ordinance of The Town Council of The Town of Fairfax Amending Title 17 (Zoning) Of the Fairfax Municipal Code to Amend Chapter 17.012 (Zones Established), Chapter 17.092 (CI Limited Commercial Zone), Chapter 17.096 (Ch Highway Commercial Zone), And Chapter 17.100 (Cc Central Commercial Zone) And Add Chapter 17.126 (Who Workforce Housing Overlay Zone) To Implement the General Plan Housing Element 02-07-2024.
- 888 An Ordinance of The Town Council of The Town of Fairfax Amending Chapter 5.55 "Rent Stabilization Program" Of Title 5 Of the Fairfax Municipal Code. 03-06-2024

## **Resolution Titles**

- 24-01 A Resolution of The Town Council of The Town of Fairfax Dissolving and Terminating the Affordable Housing Advisory Committee. 1/10/2024
- 24-02 A Resolution of The Town Council of The Town of Fairfax Making a Supplemental Budget Appropriation in The Amount Of \$18,613.72, Authorizing Final Payment, Accepting the Work as Complete and Directing the Issuance of a Notice Of Completion For Fairfax Streets And Roads Improvement Project.
- 24-03 A Resolution of The Town Council of The Town of Fairfax Directing the Issuance of a Notice of Completion for the 145 Canyon Road Retaining Wall and Restabilization Project. 1/10/2024
- 24-04 A Resolution of The Town Council of The Town of Fairfax Directing the Issuance of a Notice of Completion for Sidewalk Improvement Project. 1/10/2024

- 24-05 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Purchase and Outfit One Building Official Vehicle for An Amount Not to Exceed \$40,000. 1/10/2024
- 24-06 A Resolution of The Town Council of The Town of Fairfax to Authorize a Request to The Metropolitan Transportation Commission for The Allocation of FY 2023/24 And 24/25 Transportation Development Act Article 3 Pedestrian/Bicycle Improvement Project Funding. 1/24/2024
- 24-07 A Resolution of The Town Council of The Town of Fairfax to Authorize a Request to The Metropolitan Transportation Commission for The Allocation of FY 2024/25 Transportation Development Act Article 3 Pedestrian/Bicycle Master Plan Project Funding. 1/24/2024
- 24-08 A Resolution of The Town Council of The Town of Fairfax to Donate \$25,000 To the Fairfax-San Anselmo Children's Center (FSACC) 501(C)(3) Solely for The Acquisition of The Property At 199 Porteous Avenue, Fairfax, Ca from The Ross Valley School District to Continue Its Use Solely as the FSACC. 2/7/2024
- 24-09 A Resolution of The Town Council of The Town of Fairfax Rescinding Resolution No. 09-24 And Adopting an Updated Town-Wide Records Retention Schedule. 2/7/2024
- 24-10 A Resolution of The Town Council of The Town of Fairfax Authorizing the Display of Chamber of Commerce Banners; Authorizing the Use of Staff Time for The Placement of Banners; And Authorizing the Town Manager to Pay for Printing of Authorized Banners. 2/7/2024
- 24-11 A Resolution of The Town Council of The Town of Fairfax Approving a Side Letter to the 2018-2022 FPOA Mou Only for CalPERS Compliance Purposes. 02-07-2024
- 24-12 A Resolution of The Town Council of The Town of Fairfax Amending Annual Salary Schedule for Fiscal Year 2023-24 To Reflect Salary Range Adjustments for The Town Manager and Chief of Police Positions. 2/7/2024
- 24-13 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Execute an Interagency Agreement to Provide Climate Action Coordinator Services to The Town of San Anselmo. 2/7/2024
- 24-14 A Resolution of The Town Council of The Town of Fairfax Authorizing the Temporary Closure of Certain Streets to Facilitate the Fairfax Little League Open Day Parade on March 9, 2024, And Approving Sponsorship of The Parade. 2/7/2024



- 24-15 A Resolution of The Town Council of The Town of Fairfax in Support of The Rebuilding American Infrastructure with Sustainability and Equity (Raise) Grant Application for The Bolinas Road Resiliency and Community Connection Project. 2/7/2024
- 24-16 A Resolution of The Town Council of The Town of Fairfax Revoking and Rescinding Planning Commission Resolution No. 2022-01 Including Approvals for A Hill Area Residential Development Permit, Design Review Permit, Excavation Permit, And Tree Removal Permit and A Minimum and Combined Side-Yard Setback and Retaining Wall Height Variance for A Residence Located At 79 Wood Lane (Application No. 21-17). 2/29/2024
- 24-17 A Resolution of The Town Council of The Town of Fairfax Establishing an Implementation Date Of April 5, 2024, For A Partial Implementation Of Rent Stabilization Provisions Including An Interim Petition Fee For Rent Increase Adjustments Above The Allowed Amount, A Simply Introductory Registration System And An Informational Telephone Line Pursuant To Chapter 5.55 (Rent Stabilization Program) Of The Town Code. 2/29/2024
- 24-18 A Resolution of The Town Council of The Town of Fairfax Accepting Fairfax Annual Progress Report for The General Plan and Housing Element Calendar Year (Cy) 2023. 3/6/2024
- 24-19 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Execute a Contract with FM3 For the Scientific Survey and Postcard Distributed to Town Residents in The Amount Of \$32,690. 3/6/2024
- 24-20 Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Purchase and Outfit One Police Department Vehicle (Ev) For an Amount Not to Exceed \$70,000. 3/6/2024
- 24-21 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Execute a Contract with Dc Electric for The Installation of Electrical Infrastructure for Electric Vehicle (Ev) Chargers for Use by Town Vehicles in The Amount Of \$27,743 And To Authorize The Town Manager To Purchase Two ChargePoint Ev Chargers In The Amount Of \$25,726 And Authorize Town Manager To Accept Anticipated Grant Reimbursement Of \$19,500. 3/6/2024
- 24-22 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Execute a Contract with John Boylan Engineering for The Rockridge Storm Drain Improvement Project in The Amount Of \$40,700 And Include a Contingency Of 10% For A Project Total Not to Exceed \$44,770. 3/6/2024
- 24-23 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Execute an Amendment to Professional Services Agreement With

CSW/St2 for The Rehabilitation and Improvement Project on Park Road in An Amount Not to Exceed \$32,280 For A Project Total Of \$62,030. 3/6/2024

- 24-24 A Resolution of The Town Council of The Town of Fairfax Rescinding Resolution No. 24-10 And Authorizing the Display of Revised Chamber of Commerce Banners; Authorizing the Use of Staff Time for The Placement of Banners; And Authorizing the Town Manager to Pay for Printing of Authorized Banners. 3/6/2024
- 24-25 A Resolution of The Town Council of The Town of Fairfax Denying the Appeal and Upholding the Planning Commission Action Approving a Conditional Use Permit, Application 19-10, Legalizing the Expansion Of The Bedroom Level Of The Residence And Denying The Requested Height Variance For The Unpermitted Ground Floor Level For The Residential Property At 80 Crest Road But Delaying Enforcement, Due To Hardship, Until The Property Transfers Ownership. 4/3/2024
- 24-26 A Resolution of The Town Council of The Town of Fairfax Updating the Climate Action Coordinator Job Description. 4/3/2024
- 24-27 A Resolution of The Town Council of The Town of Fairfax Authorizing the Town Manager to Execute and Pay for A Contract with Maggiora& Ghilotti for The Roadway Stabilization Project At 54 Pine Drive in An Amount Not to Exceed \$36,980, With an Additional Contingency Of 10%, For A Project Total Of \$40,678. 4/3/2024
- 24-28 A Resolution of The Town Council of The Town of Fairfax Adopting New Job Classifications for Building Official and Building Inspector and Amending Annual Salary Schedule for Fiscal Year 2023-24. 4/3/2024
- 24-29 A Resolution of The Town Council of The Town of Fairfax Authorizing Display of Rainbow Flags During the Month of June 2024. 05/01/2024
- 24-30 A Resolution of The Town Council of The Town of Fairfax Adopting a Flag and Banner Display Policy. 05/01/2024
- 24-31 A Resolution of The Town Council of The Town of Fairfax Authorizing Temporary Closure of Certain Streets and Portions Thereof, And the Closure of The Pavilion Parking Lot to The Public, To Allow a Parade on June 8, 2024, And A Town Festival, Including an Eco-Fest, On June 8 and 9, 2024. 05/01/2024

## Scenarios - Sections Selected for Treatment

Interest: 5.00%

Inflation: 5.00%

Printed: 11/27/2022

Scenario: PTAP 23: Scenario 2 - \$500,000/Yr

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2023	\$500,000	10%	2025	\$500,000	10%	2027	\$500,000	10%
2024	\$500,000	10%	2026	\$500,000	10%			

Year: 2023

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Treatment			Cost	Rating	Treatment
											Current PCI	PCI Before	PCI After			
SCENIC ROAD	REDWOOD ROAD	TAMALPIAS ROAD	SCENIC	50	580	14	8,120	A	AC/AC		87	87	93	\$9,473	18,575	MICROSURFACING
<b>Treatment Total</b>													<b>\$9,473</b>			
BOTHIN ROAD	1041' WEST OF OLEMA ROAD	TOWN LIMITS	BOTHIN	30	1,031	25	25,775	C	AC/AC		88	67	77	\$40,094	9,445	MICROSURFACING w/DIGOUTS
PINE DRIVE	1900' WEST OF LAUREL DRIVE	2760' WEST OF LAUREL DRIVE	PINEDR	30	860	14	12,040	C	AC/AC		65	84	74	\$18,729	8,321	MICROSURFACING w/DIGOUTS
SCENIC ROAD	BAY ROAD	200 FT W. BAY ROAD	SCENIC	20B	200	14	2,800	A	AC/AC		62	61	72	\$4,687	9,805	MICROSURFACING w/DIGOUTS
SIR FRANCIS DRAKE BOULEVARD	PACHECO AVENUE	BANK STREET	SIRFRA	20	819	35	28,665	A	AC		70	69	78	\$47,775	8,664	MICROSURFACING w/DIGOUTS
<b>Treatment Total</b>													<b>\$111,265</b>			
HICKORY ROAD	CASADE DR	CYPRESS DR	HICKOR	05	178	20	3,560	R	AC		74	74	82	\$3,956	10,198	CRACK SEAL w/MICROSURFACING
MEERNA AVENUE	IVY LANE	HILLSIDE DRIVE	MEERNA	20	942	18	16,958	C	AC/AC		76	76	84	\$19,782	15,165	CRACK SEAL w/MICROSURFACING
SPRUCE ROAD	810 FT WEST OF PARK ROAD	TAMALPIAS ROAD	SPRUCE	25	765	12	9,180	C	AC/AC		78	78	86	\$10,710	15,756	CRACK SEAL w/MICROSURFACING
SUMMER AVENUE	FOREST AVENUE	DEAD END	SUMMER	10	284	15	4,260	R	AC/AC		79	79	87	\$4,733	10,370	CRACK SEAL w/MICROSURFACING
<b>Treatment Total</b>													<b>\$39,181</b>			
BARKER AVENUE	PORTEOUS AVENUE	DEAD END	BARKER	10	345	18	6,210	R	AC/AC		44	44	100	\$26,220	8,788	2" HMA MILL & OVERLAY
CLAUS DRIVE	SIR FRANCIS DRAKE BOULEVARD	TAYLOR DRIVE	CLAUSD	10	494	26	12,844	R	AC		42	42	100	\$54,230	8,950	2" HMA MILL & OVERLAY
MARINDA COURT	MARINDA DRIVE	DEAD END	MARINC	10	186	29	5,394	R	AC		43	43	100	\$22,775	8,902	2" HMA MILL & OVERLAY
NAPA AVENUE	PACHECO AVENUE	DOMINGA AVENUE	NAPAAV	10	300	20	6,000	R	AC/AC		48	47	100	\$25,333	6,591	2" HMA MILL & OVERLAY
PACHECO AVENUE	SIR FRANCIS DRAKE BLVD	DEAD END	PACHEC	10	596	20	11,920	R	AC/AC		49	48	100	\$50,329	8,520	2" HMA MILL & OVERLAY
PARK ROAD	BOLINAS ROAD	SCHOOL STREET	PARKRO	10	588	24	14,112	R	AC/AC		46	46	100	\$59,584	8,661	2" HMA MILL & OVERLAY
RIDGE ROAD	SCENIC ROAD	CUL-DE-SAC	RIDGER	10	1,536	12	18,432	R	AC/AC		47	48	100	\$77,824	8,857	2" HMA MILL & OVERLAY
SAN GABRIEL COURT	SAN GABRIEL DRIVE	DEAD END	SANGAC	10	177	30	5,310	R	AC		40	40	100	\$22,420	9,032	2" HMA MILL & OVERLAY

\*\* - Treatment from Project Selection

A8 (1)

MTC StreetSaver

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 5.00%

Inflation: 5.00%

Printed: 11/27/2022

Scenario: PTAP 23: Scenario 2 - \$500,000/Yr

											<b>Treatment Total</b>		<b>\$338,715</b>			
**SCENIC ROAD	AZALEA AVENUE	ACACIA ROAD	SCENIC	05	1,165	18	20,970	R	AC		29	29	100	\$0	0	MILL AND THICK OVERLAY
											<b>Treatment Total</b>		<b>\$0</b>			
<b>Year 2023 Area Total</b>					<b>212,548</b>							<b>Year 2023 Total</b>		<b>\$498,634</b>		

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Treatment			Cost	Rating	Treatment
											Current PCI	PCI Before	PCI After			
BROADWAY	CLAUS DR	BANK ST	BROADW	10b	155	60	9,300	C	AC/AC		71	69	78	\$15,190	8,370	MICROSURFACING w/DIGOUTS
MEADOW WAY (3)	MEADOW WAY (2)	E END	MEADOW	30	642	18	11,550	R	AC		88	66	76	\$16,853	7,211	MICROSURFACING w/DIGOUTS
SIR FRANCIS DRAKE BOULEVARD	BROADWAY	SAN MIGUEL COURT	SIRFRA	40	939	47	44,133	A	AC		71	88	77	\$77,233	8,203	MICROSURFACING w/DIGOUTS
											<b>Treatment Total</b>		<b>\$109,275</b>			
CASCADE DRIVE	BOLINAS DRIVE	1285' WEST OF BOLINAS DRIVE	CASCAD	10	1,285	32	41,120	C	AC/AC		76	74	83	\$50,372	14,354	CRACK SEAL w/MICROSURFACING
MANZANITA COURT	MANZANITA ROAD	DEAD END	MANZAC	10	123	10	1,230	R	AC		85	83	90	\$1,435	6,575	CRACK SEAL w/MICROSURFACING
											<b>Treatment Total</b>		<b>\$51,807</b>			
FORREST AVENUE	SUMMER AVENUE	1230' EAST OF SUMMER AVENUE	FORREA	20	1,230	14	17,220	C	AC/PCC		52	50	100	\$86,789	8,591	2" HMA MILL & OVERLAY
LIVE OAK AVENUE	MAPLE AVENUE	1027' WEST OF MAPLE AVENUE	LIVEOA	10	1,027	18	18,486	R	AC/AC		52	49	100	\$81,955	8,128	2" HMA MILL & OVERLAY
LIVE OAK AVENUE	1027' WEST OF MAPLE AVENUE	DEAD END	LIVEOA	20	858	18	15,444	R	AC/AC		51	48	100	\$88,468	8,201	2" HMA MILL & OVERLAY
MURIEL PLACE	LOWER SCENIC ROAD	DEAD END	MURIEL	10	485	21	10,185	R	AC/AC		51	49	100	\$45,154	8,098	2" HMA MILL & OVERLAY
PARK ROAD	SCHOOL STREET	SPRUCE ROAD	PARKRO	20	585	21	12,285	R	AC		50	48	100	\$54,464	8,227	2" HMA MILL & OVERLAY
											<b>Treatment Total</b>		<b>\$336,829</b>			
<b>Year 2024 Area Total</b>					<b>180,959</b>							<b>Year 2024 Total</b>		<b>\$497,911</b>		

Year: 2025

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Treatment			Cost	Rating	Treatment
											Current PCI	PCI Before	PCI After			
SCENIC ROAD	TAMALPAIS ROAD	BAY ROAD	SCENIC	20A	535	14	7,490	A	AC/AC		85	81	89	\$9,834	11,873	MICROSURFACING
TAMALPAIS ROAD	MOUNTAIN VIEW ROAD	SCENIC ROAD	TAMALP	50	590	12	7,080	A	AC/AC		81	78	84	\$9,107	10,528	MICROSURFACING

\*\* - Treatment from Project Selection

A8 (2)

MTC StreetSaver

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 5.00%

Inflation: 5.00%

Printed: 11/27/2022

Scenario: PTAP 23: Scenario 2 - \$500,000/Yr

														Treatment Total			\$18,741
PINE DRIVE	635' WEST OF LAUREL DRIVE	1900' WEST OF LAUREL DRIVE	PINEDR	20	1,265	14	17,710	C	AC/AC		86	82	72	\$30,373	7,387	MICROSURFACING w/DIGOUTS	
SEQUOIA ROAD	LOWER SCENIC ROAD	SPRUCE ROAD	SEOUOI	10	974	19	18,508	R	AC/AC		70	67	76	\$28,337	8,992	MICROSURFACING w/DIGOUTS	
SHERMAN AVENUE	BOLINAS ROAD	DOMINGA AVENUE	SHERMA	10	262	18	4,716	R	AC/AC		85	81	72	\$7,221	6,303	MICROSURFACING w/DIGOUTS	
														Treatment Total			\$65,931
BOTHIN ROAD	MARIN AVENUE	OLEMA ROAD	BOTHIN	10	460	26	11,960	C	AC/AC		74	71	80	\$15,384	12,679	CRACK SEAL w/MICROSURFACING	
CANYON ROAD	CASCADE DRIVE	1017' WEST OF CASCADE DRIVE	CANYON	10	1,017	14	14,238	C	AC/AC		76	73	81	\$18,314	11,973	CRACK SEAL w/MICROSURFACING	
														Treatment Total			\$33,697
BLACKBERRY LANE	CREEK ROAD	FORREST AVE	BLACKB	10	190	18	3,420	R	AC/AC		53	49	100	\$15,920	7,735	2" HMA MILL & OVERLAY	
CASCADE DRIVE	CANYON ROAD	890' WEST OF CANYON ROAD	CASCAD	60	890	18	16,020	R	AC/AC		52	48	100	\$74,573	7,843	2" HMA MILL & OVERLAY	
CENTER BOULEVARD	PASTORI AVENUE	727' NORTH OF PASTORI AVENUE	CENTER	20	727	51	37,077	R	AC		51	47	100	\$172,593	7,908	2" HMA MILL & OVERLAY	
FORREST AVENUE	2230' EAST OF SUMMER AVENUE	TOWN LIMITS	FORREA	40	850	14	11,900	C	AC/PCC		54	49	100	\$62,975	8,211	2" HMA MILL & OVERLAY	
IVY LANE	PORTEOUS AVENUE	MEERNA AVENUE	IVYLAN	10	118	18	2,124	R	AC/AC		53	49	100	\$9,887	7,735	2" HMA MILL & OVERLAY	
WREDEN AVENUE	PARK ROAD	FRUSTUCK AVENUE	WREDEN	10	576	16	9,218	R	AC/AC		53	48	100	\$42,900	7,783	2" HMA MILL & OVERLAY	
														Treatment Total			\$378,849
<b>Year 2025 Area Total</b>										<b>161,457</b>	<b>Year 2025 Total</b>			<b>\$497,218</b>			

### Year: 2026

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Treatment			Cost	Rating	Treatment		
											Current PCI	PCI Before	PCI After					
SCENIC ROAD	400' NORTH OF REDWOOD ROAD	REDWOOD ROAD	SCENIC	40	458	14	6,412	A	AC/AC		86	82	90	\$8,860	10,967	MICROSURFACING		
												Treatment Total			\$8,860			
CASCADE DRIVE	1770' WEST OF CANYON ROAD	DEAD END	CASCAD	80	833	15	12,495	R	AC/AC		68	63	73	\$20,090	6,260	MICROSURFACING w/DIGOUTS		
SIR FRANCIS DRAKE BOULEVARD	SAN MIGUEL COURT	OAK TREE LANE	SIRFRA	50	870	35	30,450	A	AC		76	69	78	\$58,749	7,489	MICROSURFACING w/DIGOUTS		
												Treatment Total			\$78,839			
MANOR ROAD	MARIN AVENUE	OLEMA ROAD	MANORR	10	393	26	10,218	R	AC/AC		76	72	81	\$13,143	9,328	CRACK SEAL w/MICROSURFACING		

\*\* - Treatment from Project Selection

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 5.00%

Inflation: 5.00%

Printed: 11/27/2022

Scenario: PTAP 23: Scenario 2 - \$500,000/Yr

Year: 2026

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
MEERNA AVENUE	HILLSIDE DR	PORTEOUS AV	MEERNA	30	995	19	18,905	R	AC		76	72	81	\$24,317	9,839	CRACK SEAL w/MICROSURFACING
VALLEY ROAD	WILLIS LANE	DEAD END	VALLEY	10	330	14	4,820	R	AC/AC		81	76	85	\$5,942	7,485	CRACK SEAL w/MICROSURFACING
<b>Treatment Total</b>													<b>\$43,402</b>			
BELMONT AVENUE	PASTORI AVENUE	KENT AVENUE	BELMON	10	271	24	6,504	R	AC/AC		55	49	100	\$31,790	7,337	2" HMA MILL & OVERLAY
OAK TREE LANE	SIR FRANCIS DRAKE BOULEVARD	DEAD END	OAKTRE	10	494	29	14,328	R	AC/AC		55	48	100	\$70,022	7,378	2" HMA MILL & OVERLAY
TOYON DRIVE	OAK ROAD	NORTH DEAD END	TOYONR	10	710	22	15,620	R	AC		58	49	100	\$76,347	7,413	2" HMA MILL & OVERLAY
TOYON DRIVE	OAK ROAD	SOUTH DEAD END	TOYONR	20	1,000	20	20,000	R	AC		55	48	100	\$97,755	7,474	2" HMA MILL & OVERLAY
WESTBRAE DRIVE	OLEMA ROAD	OLEMA ROAD	WESTBR	10	760	25	19,000	R	AC/AC		55	48	100	\$92,887	7,383	2" HMA MILL & OVERLAY
<b>Treatment Total</b>													<b>\$368,781</b>			
<b>Year 2026 Area Total</b>									<b>158,550</b>	<b>Year 2026 Total</b>		<b>\$499,682</b>				

Year: 2027

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
TAMALPAIS ROAD	1050' SOUTH OF SCENIC ROAD	BERRY TRAIL	TAMALP	30	812	18	12,992	A	AC/AC		93	84	91	\$18,424	9,091	MICROSURFACING
TAMALPAIS ROAD	BERRY TRAIL	MOUNTAIN VIEW ROAD	TAMALP	40	835	15	12,525	A	AC/AC		93	84	91	\$17,762	9,091	MICROSURFACING
<b>Treatment Total</b>													<b>\$36,185</b>			
CYPRESS DRIVE	935' NORTH OF LAUREL	LAUREL DRIVE	CYPRES	50	1,700	18	27,200	C	AC/AC		69	81	71	\$51,429	6,367	MICROSURFACING w/DIGOUTS
GLEN DRIVE	1260' NORTH OF SFD BLVD	TOWN LIMIT	GLENDR	20	1,200	40	48,000	C	AC/AC		75	89	78	\$80,758	8,205	MICROSURFACING w/DIGOUTS
RIDGEWAY AVENUE	LIVE OAK AV	END	RIDGEW	10	1,350	16	21,600	R	AC/AC		73	68	77	\$38,465	6,754	MICROSURFACING w/DIGOUTS
ROCCA DRIVE	TAYLOR DRIVE	TAYLOR DRIVE AT SADY LANE	ROCCAD	20	1,701	14	23,814	R	AC/AC		69	63	73	\$40,203	6,151	MICROSURFACING w/DIGOUTS
<b>Treatment Total</b>													<b>\$218,855</b>			
MARIN ROAD	OLEMA ROAD	MANOR ROAD (AROUND CIRCLE)	MARINR	10	398	25	9,950	C	AC/AC		83	76	84	\$14,110	8,781	CRACK SEAL w/MICROSURFACING
<b>Treatment Total</b>													<b>\$14,110</b>			

\*\* - Treatment from Project Selection

Scenarios Criteria:

## Scenarios - Sections Selected for Treatment

Interest: 5.00%

Inflation: 5.00%

Printed: 11/27/2022

Scenario: PTAP 23: Scenario 2 - \$500,000/Yr

Year: 2027

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surface Type	Area ID	Treatment			Cost	Rating	Treatment	
											Current PCI	PCI Before	PCI After				
CRESCENT CIRCLE	OAK TREE LANE	DEAD END	CRESCE	10	331	29	9,589	R	AC/AC		57	49	100	\$49,263	7.002	2" HMA MILL & OVERLAY	
												<b>Treatment Total</b>	<b>\$49,263</b>				
SCENIC ROAD	TAMALPIAS ROAD	UPPER SCENIC ROAD	SCENIC	60	1,145	15	17,175	A	AC		53	41	100	\$180,928	6.128	CIR w/2" HMA OVERLAY	
												<b>Treatment Total</b>	<b>\$180,928</b>				
<b>Year 2027 Area Total</b>									<b>182,855</b>		<b>Year 2027 Total</b>			<b>\$499,342</b>			
<b>Grand Total Section Area:</b>									<b>896,369</b>		<b>Grand Total</b>			<b>\$2,492,787</b>			