



SPECIAL TOWN COUNCIL MEETING SUPPLEMENTAL STAFF REPORT

MEETING DATE: May 29, 2024
PREPARED FOR: Mayor and Town Council
PREPARED BY: Heather Abrams, Town Manager and Michael Vivrette, Finance Director
SUBJECT Supplement to Agenda Item #4 Adopt a Resolution Adopting Fiscal Year 2024-25 Operating and Capital Improvement Budget

RECOMMENDATION

Staff made minor administrative revisions to the Budget Message and the activity description for the Elections Department. Additionally, the Fire Department message, which was inadvertently omitted, has now been included.

ATTACHMENT

Staff Report and revised attachment.



SPECIAL TOWN COUNCIL MEETING

STAFF REPORT

MEETING DATE	May 29, 2024
PREPARED FOR	Mayor and Town Council
PREPARED BY	Heather Abrams, Town Manager, Michael Vivrette, Finance Director
SUBJECT	Adopt a Resolution Adopting Fiscal Year 2024-25 Operating and Capital Improvement Budget

RECOMMENDATION

Adopt the budget for Fiscal Year (FY) 2024-2025.

BACKGROUND

On May 8, 2024, the Council conducted a multi-hour budget workshop to allow the Council to discuss the draft budget and direct any changes before the Budget Review that was conducted on May 22, 2024.

Today, the Council is expected to adopt the FY2024-25 budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025 (FY2024-25).

DISCUSSION

The attached budget reflects the long-term strategic plan directed by the Council in March, the policy goals articulated by the Council, and the suggested changes made by the Council at the May 8 Budget Workshop and May 22 Budget Review. The town budget is a planning document that authorizes the use of public funds for staff and projects approved by the Council. It contains budgets by departments, staffing allocations, and the Capital Improvement Program (CIP). Although projects are authorized in the budget process, any agreements totaling more than \$25,000 come to the Council for approval before signature by the Town Manager. Generally, municipal budgets should be managed to the bottom line, meaning that the expenditures by line are estimates and importance is placed on staying within the greater policy goals and guidelines of the Council.

Because ambitions tend to be greater than staff capacity to implement programs, several Fairfax departments spent less than anticipated, and revenues were higher than expected. For FY 23-24 we planned the budget to end the year with a 26.3% reserve, and in fact, the projected FY 23-24 reserve is now approximately 41.2%.

The adopted FY 24-25 budget shows that the projected reserve at the end of FY 24-25 to be 26%, consistent with the Council policy of 25% reserve. Last year, Council agreed to drawdown some reserves in order to complete the proposed roads projects, and significant projects on Porteous and Scenic were completed. This year, significant annual increases in the expenses of Ross Valley Fire Department (RVFD) will result in an additional expense of approximately \$400,000 annually to Fairfax, assuming the RVFD proposed budget discussed in May is adopted on May 29, 2024. These on-going increases are a result of changes at RVFD including negotiated labor agreements, moving to a 3-person engine company, shifting dispatch services from the Sherriff to Marin County Fire Department, and do not include required interior work to the Fairfax Fire Station. American Rescue Plan Act (ARPA) funds are one-time monies in the amount of \$1.8 million; staff continued to work toward launching a significant eligible project, storm water handling to help prevent catastrophic flooding in downtown and

at Town Hall. Mapping of the storm water system, and improved storm water handling projects have been drafted in the past year, bringing Fairfax closer to completion of the ARPA storm water project.

Certain one-time or infrequent expenses are not included in the FY 24-25 budget, for example the Housing Element, and associated re-zoning has been largely completed. No new staff positions were proposed.

FISCAL IMPACT

The budget sets the resources available for Council priorities.

ATTACHMENT

FY 2024-25 Budget

TOWN OF FAIRFAX

2024 - 2025 Operating and Capital Improvement ADOPTED Budget



MAYOR

Barbara Coler

VICE MAYOR

Lisel Blash

COUNCIL MEMBERS

Bruce Ackerman

Stephanie Hellman

Chance Cutrano

**ADOPTED BUDGET
FISCAL YEAR 2024-2025
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**ADOPTED BUDGET
FISCAL YEAR 2024-2025
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RESOLUTION 24-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
ADOPTING THE TOWN OF FAIRFAX OPERATING AND CAPITAL IMPROVEMENT BUDGETS FOR
FISCAL YEAR JULY 1, 2024, THROUGH JUNE 30, 2025 AND PROVIDING FOR THE
APPROPRIATION OF EXPENDITURES IN SAID BUDGETS AND REPEALING ALL RESOLUTIONS IN
CONFLICT HEREWITH**

WHEREAS, the Town Council of the Town of Fairfax has reviewed the proposed Operating Budget for FY 2024-25 and Capital Improvement Program for FY 2024-25 and has held such public hearings as are necessary prior to adoption of the Final Budget; and

WHEREAS, the Town Council finds that the 2024-25 Capitol Improvement Plan is consistent with the Town of Fairfax 2010-2030 General Plan; and

WHEREAS, the Town shall adopt a position classification and compensation plan covering all positions per CalPERS requirements;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fairfax finds as follows:

1. "The Town of Fairfax 2024-25 Operating and Capital Improvement Adopted Budget" presented by the Town Manager is hereby approved and adopted and incorporated herein by reference.
2. That the total General Fund Operating Budget is \$14,138,836 and is hereby appropriated for Department expenses as follows:

Town Council	\$ 439,028
General Administration	1,237,941
Development Services	1,374,502
Public Safety	7,991,385
Public Works	1,333,154
Recreation & Community Services	281,461
Parks & Facility Maintenance	364,973
Non-Departmental	<u>1,116,392</u>
TOTAL OPERATING BUDGET	\$ 14,138,836

3. That \$1,813,838 is hereby appropriated for the retirement fund, special non-general fund programs and replacement funds.
4. That \$3,034,249 is hereby appropriated for Capital Improvement Programs (CIP) for Fiscal Year 2024-25.
5. The allocation of Measure A funds from the Transportation Authority of Marin as shown in the Fiscal Year 2024-25 CIP is adopted as part of the budget approval.

The foregoing Resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 29th day of May 2024 by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Barbara Coler, Mayor

Christine Foster, Deputy Town Clerk



Town of Fairfax

Adopted Operating & Capital Budgets

Fiscal Year 2024-2025

May 29, 2024

Town of Fairfax Adopted 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 22, 2024, budget workshop.

The adopted overall Town budget is approximately \$19M, including:

- \$14.5M 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 adopted operating budget has increased marginally over the last year due to programs and on-going staff needs. The adopted 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 41.7% reserve. For FY 24-25, the adopted budget anticipates reserves being 25.5%, 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, 2026, 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 ARPA 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 4.8% higher than the FY 23-24 budget, when you adjust for sales tax projections. Fairfax frequently compares the adopted 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 adopted 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 3.4% from the FY 23-24 adopted budget (approximately \$67,000).

User taxes consist of the town's 4.0% utility user tax (UUT) and the 10% TOT (i.e., Hotel tax). Fairfax is projecting to receive more than the prior year (approximately 11.1% change). This can be seen by reviewing the information on page 1A. The town is projecting an additional 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 .5% from last year.

Fines and licenses are projected to increase approximately 2.8%, based on actual receipts.

Rental and Maintenance fees for Town facilities are projected to increase by \$7,800.

Investment Earnings are expected to be 66.7% higher than last year's budget, though actual earnings are expected to be less than actual earnings in FY 23-24.

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 \$115,000 higher than budgeted for FY 23-24. This is a reasonable projection; actual FY 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 somewhat 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 Tax (Fund 20) - This is the special municipal service tax of \$215 per 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 increase from last year as the rate increases \$5 per unit annually.

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 FY 24-25 budget projects over \$409,000 an approximate 6.9% increase in Gas Tax based on State projections, which primarily finances 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 \$816,800 higher (6.1%) 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 Adopted FY 24-25 budget by department/division.

Below is a summary of the comparison by departmental categories.

The *Climate and Environment Department* has decreased appropriations by approximately \$16,000. 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 (9.6%) related to the costs associated with 2022 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 \$410,200 (13.6%) for The Town's share of annual 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 cost.

Public Works Street Maintenance budget has been increased by \$55,600 (2.4%).

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. Expenses charged to this department are fully allocated to other General Fund departments.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The adopted FY24-25 CIP budget is approximately 3.03M, including:

- \$905,000 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,

A handwritten signature in black ink, appearing to read "H. Abrams", written in a cursive style.

Heather Abrams, Town Manager

Town of Fairfax

2024-25 Operating Budget

ALL FUNDS FY24 PROJECTED

ALL FUNDS FY25 ADOPTED BUDGET

FUND SUMMARY

5/24/24 4:08 PM

	AUDIT BAL 30-Jun-23	FY 2023-24 Revenues	FY 2023-24 Approp	FY 2023-24 Transfers	PROJECTED 30-Jun-24	FY 23/24 ACTIVITY	BALANCE 30-Jun-24	FY 2024-25 Revenues	FY 2024-25 Approp	FY 2024-25 Transfers	ADOPTED 30-Jun-25	FY 24/25 ACTIVITY
GENERAL FUNDS												
01 General Fund	4,648,738	9,403,781	(12,647,532)	2,156,274	3,561,262	(1,087,477)	3,561,262	9,273,310	(14,138,836)	3,327,800	2,023,536	(1,537,726)
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)
Total General Funds	6,447,967	12,224,941	(12,902,678)	(388,726)	5,381,504	(1,066,463)	5,381,504	12,139,452	(14,542,336)	802,800	3,781,419	(1,609,085)
					41.7%						26.0%	
SPECIAL REVENUE FUNDS												
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/AA - 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	75,816	-	(138,000)	134,165	(62,184)
25 Federal Stimulus Funds	1,766,049		-	(177,714)	1,588,335	(177,714)	1,588,335	-	-	(90,000)	1,498,335	(90,000)
Total Special Revenue Funds	497,832	1,797,922	(76,800)	(1,656,301)	562,652	64,821	2,150,988	1,769,332	(76,800)	(2,086,770)	1,756,750	(394,238)
DEBT SERVICE FUNDS												
44-45 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	-
Total Debt Service Funds	552,408	1,192,523	(1,268,001)	-	476,930	(75,478)	476,930	1,258,612	(1,329,539)	-	406,004	(70,927)
CAPITAL PROJECTS												
51 Capital Projects - Grants	78,202	531,345	(1,104,507)	599,015	104,055	25,853	104,055	1,511,590	(2,239,249)	696,770	73,166	(30,889)
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
Total Capital Projects Funds	(1,053,210)	998,716	(2,053,645)	2,222,215	114,076	1,167,286	114,076	1,736,590	(3,034,249)	1,279,970	96,387	(17,689)
FIDUCIARY FUNDS												
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
Total Fiduciary Funds	58,178	3,256	(12,526)	526	49,434	(8,744)	49,434	2,000	(4,000)	4,000	51,434	2,000
TOTALS	8,269,224	16,217,358	(16,313,650)	-	8,172,932	(96,292)	8,172,932	16,905,986	(18,986,923)	-	6,091,994	(2,080,938)





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	ADOPTED

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	606,770
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
	4,297,070	4,645,562	5,662,294	6,349,541	5,340,770

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	138,000
25 Federal Stimulus				177,714	
	4,297,070	4,645,562	5,662,294	6,349,541	5,340,770
	-	-	-	-	-

NOTES:

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 ADOPTED	BUDGET DIFFERENCE	
				▲\$	▲%
01-010-101	Property Taxes - Secured	3,450,000	3,570,000	120,000	3.5%
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	40,000	(30,000)	-42.9%
01-010-110	Supplemental Property Taxes	100,000	63,000	(37,000)	-37.0%
01-010-112	ERAF Excess Distribution	625,000	630,000	5,000	0.8%
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%
	Total Property Taxes	5,372,910	5,435,910	63,000	1.2%
01-010-106	Sales Tax ("Bradley Burns")	800,000	860,000	60,000	7.5%
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	1,055,000	11,000	1.1%
01-010-118	1/2 cent Sales Tax - Measure D	-	-	-	-
	Total Sales Taxes	1,967,690	2,035,000	67,310	3.4%
01-010-108	Utility Users Tax - Telecom	60,000	50,000	(10,000)	-16.7%
01-010-109	Utility Users Tax - Energy	300,000	350,000	50,000	16.7%
01-010-114	Hotel Users Tax	18,000	20,000	2,000	11.1%
	Total User Taxes	378,000	420,000	42,000	11.1%
01-020-201	Garbage	260,000	260,000	-	0.0%
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%
	Total Franchise Fees	468,477	471,000	2,523	0.5%
01 - GENERAL FUND TAXES & FEES		8,187,077	8,361,910	174,833	2.1%



Town of Fairfax

2024-25 Operating Budget

GENERAL FUND

REVENUE BUDGET COMPARISON	FY 2023-24	FY 2024-25	BUDGET DIFFERENCE	
	ADOPTED	ADOPTED	▲\$	▲%
01-030-301 Business Licenses	100,000	120,000	20,000	20.0%
01-040-401 Vehicle Code Fines	20,000	20,000	-	0.0%
01-040-402 Parking & Other Fines	60,000	45,000	(15,000)	-25.0%
Total Fines & Licenses	180,000	185,000	5,000	2.8%
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	4,000	2,000	100.0%
01-050-507 Janitor.Maint fees	200	3,000	2,800	1400.0%
Total Rental & Maintenance Fees	14,200	22,000	7,800	54.9%
01-050-500 Interest Earnings - Bank	1,300	1,300	-	0.0%
01-050-502 Interest Earnings - LAIF	120,000	200,000	80,000	66.7%
Total Investment Earnings	121,300	201,300	80,000	66.0%
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	130,000	49,000	60.5%
Total Revenues From Other Agencies	117,450	249,600	132,150	112.5%
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	139,000	12,000	9.4%
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%
Total Charges For Current Services	231,740	253,500	21,760	9.4%
01 - GENERAL FUND TAXES & FEES	8,187,077	8,361,910	174,833	2.1%
01 - GENERAL FUND TOTAL	8,851,767	9,273,310	421,543	4.8%

104.8%



Town of Fairfax

2024-25 Operating Budget

GENERAL FUND

APPROPRIATIONS BUDGET COMPARISON	FY 2023-24	FY 2024-25	BUDGET DIFFERENCE	
	ADOPTED	ADOPTED	▲\$	▲%
111 Town Council	29,019	32,159	3,140	10.8%
112 Town Treasurer	4,475	4,069	(406)	-9.1%
116 Independent Auditor	66,338	62,800	(3,538)	-5.3%
121 Town Attorney	325,000	340,000	15,000	4.6%
Total Town Council	424,832	439,028	14,196	3.3%
211 Town Manager	274,142	292,641	18,499	6.7%
221 Town Clerk	367,745	360,167	(7,578)	-2.1%
222 Elections	-	13,400	13,400	
231 Personnel	196,712	154,095	(42,618)	-21.7%
241 Finance	404,214	417,638	13,424	3.3%
Total General Administration	1,242,813	1,237,941	(4,872)	-0.4%
311 Planning	1,045,728	1,019,264	(26,464)	-2.5%
321 Building Inspection & Permits	262,335	355,238	92,903	35.4%
Total Development Services	1,308,063	1,374,502	66,439	5.1%
411 Police	4,276,678	4,626,770	350,092	8.2%
418 Disaster Preparedness	24,000	9,138	(14,862)	-61.9%
421 Ross Valley Fire Service	2,954,275	3,355,476	401,201	13.6%
Total Public Safety	7,254,953	7,991,385	736,432	10.2%
510 Public Works Administration	368,468	343,790	(24,678)	-6.7%
511 Street Maintenance	521,957	583,397	61,440	11.8%
512 Street Lighting & Traffic Signals	125,000	160,000	35,000	28.0%
514 Climate & Environment	262,106	245,967	(16,139)	-6.2%
Total Public Works	2,299,920	1,333,154	55,623	2.4%
616 Community Services	48,776	-	(48,776)	-100.0%
617 Recreation	75,955	139,044	63,089	83.1%
621 Fairfax Recreation	122,227	120,069	(2,157)	-1.8%
622 Summer Camps	13,642	22,347	8,706	63.8%
Total Recreation & Community Services	260,599	281,461	20,862	8.0%
611 Park Maintenance	281,055	297,734	16,678	5.9%
625 Rental Facilities-WC & Ballfield	71,664	67,240	(4,425)	-6.2%
911 Building Maintenance	-	-		
Total Parks & Facility Maintenance	352,720	364,973	12,254	3.5%
715 Non Departmental	1,260,695	1,116,392	(144,303)	-11.4%
TOTAL GENERAL FUND APPROPRIATIONS	13,382,206	14,138,836	756,630	5.7%



Town of Fairfax

2024-25 Operating Budget

GENERAL FUND - FUNCTIONAL REVENUES

PROGRAM REVENUES

STATEMENT OF ACTIVITIES

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

100 TOWN COUNCIL	439,028			2,760			(436,268)
200 GENERAL ADMINISTRATION	1,275,441			94,718			(1,180,722)
300 DEVELOPMENT SERVICES	1,374,502		740,900	144,367			(489,235)
411 POLICE	4,795,770	338,000		1,017,890	250,000	395,000	(2,794,881)
421 FIRE & DISASTER PREP	3,514,614			592,557		292,300	(2,629,757)
500 PUBLIC WORKS	1,134,187	85,000		78,962		195,000	(775,225)
514 CLIMATE & ENVIRONMENT	245,967	130,000		9,742			(106,225)
600 RECREATION & COMMUNITY SERVICES	281,461			26,828		39,500	(215,133)
600 PARKS & FACILITY MAINTENANCE	364,973	89,000		30,631			(245,342)
700 NON DEPARTMENTAL	1,116,392			126,786			(989,606)
SUBTOTAL APPROPRIATIONS	14,542,336	642,000	740,900	2,125,242	250,000	726,800	(9,862,395)

GENERAL REVENUES

PROPERTY TAXES	5,435,910
SALES TAXES	1,915,000
USER FEES (UUT/TOT)	420,000
FRANCHISE FEES	471,000
FINES & LICENSES	120,000
RENTS & INTEREST	223,300
REVENUES FROM OTHER AGENCIES	27,600
CHARGES FOR CURRENT SERVICES	18,500
TOTAL GENERAL REVENUES	8,631,310

NET TRANSFERS

CIP FUNDS & OPEN SPACE	369,000
CHANGE TO NET POSITION	(1,600,085)
NET POSITION - BEGINNING	5,381,504
NET POSITION - ENDING	<u>3,781,419</u>



Town of Fairfax
2024-25 Operating Budget

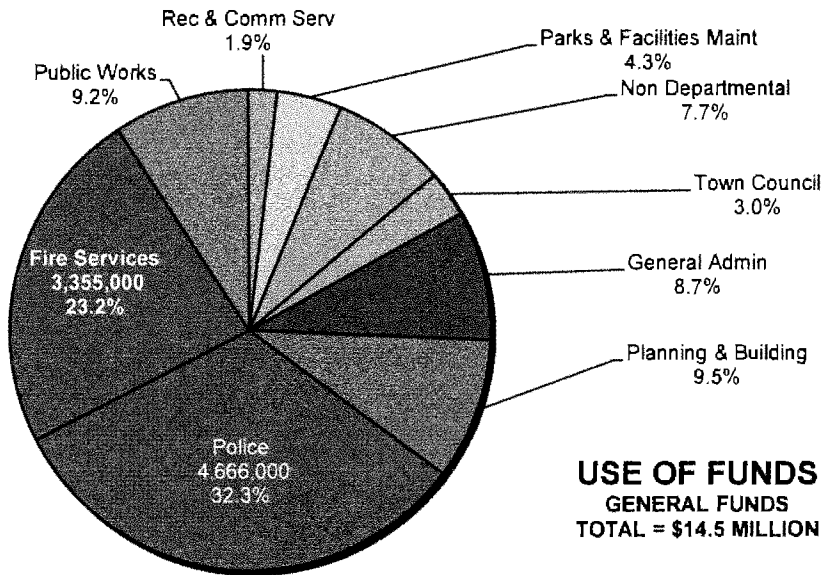
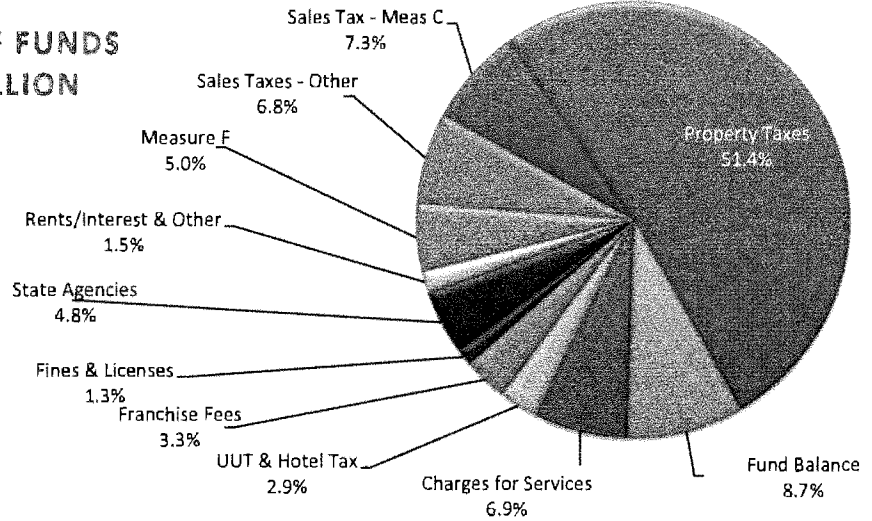
APPROPRIATIONS - ALL FUNDS

FUND SUMMARY	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2024-25 ADOPTED
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GENERAL FUNDS							
01 General Fund	1,676,969	1,374,502	7,991,385	1,333,154	646,434	1,116,392	14,138,836
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
Total General Funds	1,714,469	1,374,502	8,160,385	1,333,154	646,434	1,313,392	14,542,336
SPECIAL REVENUE FUNDS							
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	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	76,800	-	76,800
DEBT SERVICE FUNDS							
43-45 Measure K - Debt Service	-	-	-	615,227	-	-	615,227
48 Lease Agreement	-	-	-	-	-	714,312	714,312
Total Debt Service Funds	-	-	-	615,227	-	714,312	1,329,539
CAPITAL PROJECTS							
51 Capital Projects - Grants	-	-	-	2,239,249	-	-	2,239,249
52 Disaster Fund	-	-	-	-	-	-	-
53 Capital Projects - Town	-	-	-	795,000	-	-	795,000
Total Capital Projects Funds	-	-	-	3,034,249	-	-	3,034,249
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	4,000	-	4,000
Total Fiduciary Funds	-	-	-	-	4,000	-	4,000
TOTAL APPROPRIATIONS - ALL FUNDS	1,714,469	1,374,502	8,160,385	4,982,629	727,234	2,027,704	18,986,924
Percent of Total Appropriations (with CIP)	9.0%	7.2%	43.0%	26.2%	3.8%	10.7%	100.0%
Percent of Total Appropriations (NO CIP)	10.7%	8.6%	51.2%	31.2%	4.6%	12.7%	84.0%

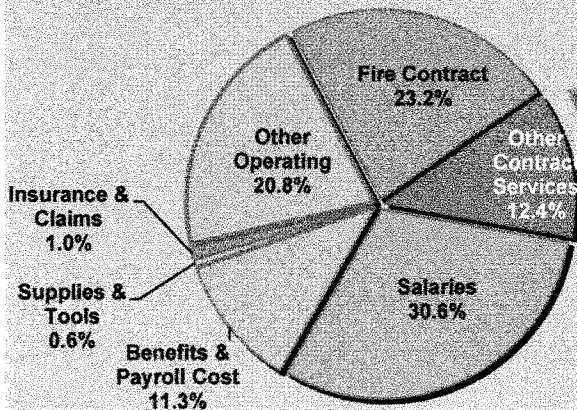


GENERAL FUND AT A GLANCE

SOURCES OF FUNDS
\$14.5 MILLION

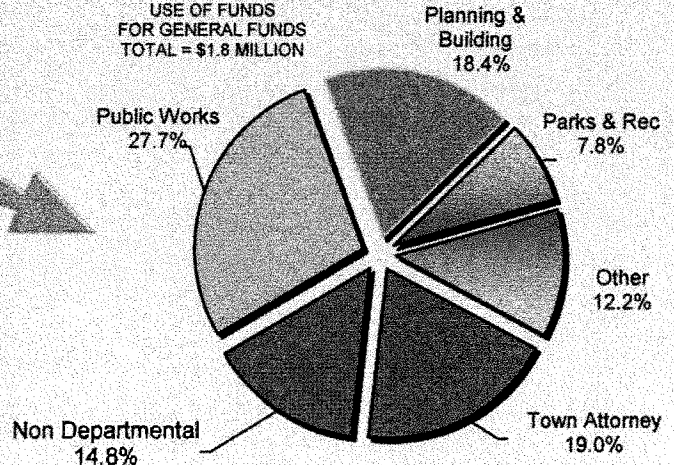


EXPENDITURES BY CATEGORY
USE OF FUNDS
FOR GENERAL FUNDS



OTHER CONTRACT SERVICES

USE OF FUNDS
FOR GENERAL FUNDS
TOTAL = \$1.8 MILLION





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".

FUND SUMMARY	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
BEGINNING FUND BAL	4,366,296	4,647,598		4,598,617	3,511,140
REVENUES					
PROPERTY TAXES	5,235,268	5,471,214	5,372,910	5,633,008	5,435,910
SALES TAXES	2,037,809	2,018,620	1,967,690	2,027,300	2,035,000
USER FEES (UUT/TOT)	430,200	470,091	378,000	420,284	420,000
FRANCHISE FEES	457,184	472,843	468,477	466,267	471,000
FINES & LICENSES	171,219	172,888	180,000	156,807	185,000
RENTS & INTEREST	44,918	178,428	135,500	262,671	223,300
REVENUES FROM OTHER AGENCIES	58,191	87,417	117,450	193,544	249,600
CHARGES FOR CURRENT SERVICES	141,332	181,754	231,740	243,900	253,500
SUBTOTAL REVENUES	8,576,122	9,053,254	8,851,767	9,403,781	9,273,310
APPROPRIATIONS					
100 TOWN COUNCIL	548,768	393,796	424,832	549,654	439,028
200 GENERAL ADMINISTRATION	895,505	1,058,061	1,242,813	1,181,650	1,237,941
300 DEVELOPMENT SERVICES	949,401	1,407,716	1,308,063	1,251,651	1,374,502
400 PUBLIC SAFETY	6,170,757	6,591,917	7,254,953	7,078,862	7,991,385
500 PUBLIC WORKS	941,132	1,282,340	1,277,531	1,022,389	1,333,154
600 RECREATION & COMMUNITY SERVICES	345,756	260,387	260,599	258,731	281,461
600 PARKS & FACILITY MAINTENANCE	344,776	362,713	352,720	376,403	364,973
700 NON DEPARTMENTAL	780,406	931,841	1,260,695	928,191	1,116,392
SUBTOTAL APPROPRIATIONS	10,976,500	12,288,771	13,382,206	12,647,532	14,138,836
TRANSFERS					
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)
SUBTOTAL TRANSFER	2,681,681	3,186,536	2,099,737	2,156,274	3,327,800
NET DEPARTMENT ACTIVITY	281,302	(48,981)	(2,430,702)	(1,087,477)	(1,537,726)
ENDING FUND BAL	4,647,598	4,598,617		3,511,140	1,973,414
COMPONENTS OF FUND BALANCE:					
Undesignated	4,647,598	4,598,617		3,511,140	1,973,414

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 ADOPTED
01-010-101	Property Taxes - Secured	3,121,562	3,332,217	3,450,000	3,560,387	3,570,000
01-010-102	Property Taxes - Unsecured	50,177	63,525	65,000	73,938	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	40,000
01-010-110	Supplemental Property Taxes	107,569	127,942	100,000	62,816	63,000
01-010-112	ERAF Excess Distribution	690,674	654,883	625,000	665,386	630,000
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
	Total Property Taxes	5,235,268	5,471,214	5,372,910	5,633,008	5,435,910
01-010-106	Sales Tax ("Bradley Burns")	863,204	869,766	800,000	858,000	860,000
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	1,055,000
	Total Sales Taxes	2,037,809	2,018,620	1,967,690	2,027,300	2,035,000
01-010-108	Utility Users Tax - Telecom	57,363	45,117	60,000	55,290	50,000
01-010-109	Utility Users Tax - Energy	355,008	408,048	300,000	348,046	350,000
01-010-114	Hotel Users Tax	17,830	16,926	18,000	16,948	20,000
	Total User Taxes	430,200	470,091	378,000	420,284	420,000
01-020-201	Garbage	251,337	266,027	260,000	258,537	260,000
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
	Total Franchise Fees	457,184	472,843	468,477	466,267	471,000
01 - GENERAL FUND TAXES & FEES		8,160,461	8,432,768	8,187,077	8,546,860	8,361,910

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 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
01-030-301	Business Licenses	102,108	132,071	100,000	120,250	120,000
01-040-401	Vehicle Code Fines	21,739	12,664	20,000	3,751	20,000
01-040-402	Parking & Other Fines	47,372	28,153	60,000	32,806	45,000
Total Fines & Licenses		171,219	172,888	180,000	156,807	185,000
01-050-501	Rents - Women's Club and Other	10,597	13,814	10,000	15,159	15,000
01-050-504	Rents - Pavilion weddings etc	0	0	2,000	0	0
01-050-506	Rents - Pavilion - Other	6,155	7,810	2,000	2,460	4,000
01-050-507	Janitor.Maint fees	200	2,220	200	2,813	3,000
Total Rental & Maintenance Fees		16,952	23,844	14,200	20,432	22,000
01-050-500	Interest Earnings - Bank	0	0	1,300	1,300	1,300
01-050-502	Interest Earnings - LAIF	27,966	154,584	120,000	240,939	200,000
Total Investment Earnings		27,966	154,584	121,300	242,239	201,300
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	12,664	12,579	12,450	12,450	12,600
01-060-614	State Aid	160	33	-	0	-
01-060-615	Police Training Reimbursement (POST)	4,262	3,661	9,000	2,094	7,000
01-060-619	Planning/Public Works Grants	-	20,000	-	160,000	85,000
01-060-699	Other & Miscellaneous Revenues & WC	8,242	22,309	15,000	15,000	15,000
01-070-702	Environmental Grants (e.g., ZWM, CalRecycle)	32,863	28,835	81,000	4,000	130,000
Total Revenues From Other Agencies		58,191	87,417	117,450	193,544	249,600
01-080-802	Sale Of Maps & Publications/Copies	2,053	1,011	1,500	1,500	1,500
01-080-803	Special Police Services (includes booking fees)	5,883	6,579	6,820	6,820	7,000
01-080-804	Police Dispatch Services	56,000	114,000	127,000	127,000	139,000
01-080-814	Miscellaneous - General	7,110	11,227	17,000	17,000	17,000
01-080-903	General Recreation	0	275	4,000	4,000	4,000
01-090-508	Recreation Rentals	165	3,620	6,000	6,000	6,000
01-090-790	Recreation Fundraising	3,586	1,400	14,000	14,000	14,000
01-090-822	Recreation Summer Camp Fees	(602)	(3,227)	15,420	15,420	15,000
01-090-904	Recreation Classes & Partnerships	67,137	46,869	40,000	52,160	50,000
Total Charges For Current Services		141,332	181,754	231,740	243,900	253,500
01 - GENERAL FUND TAXES & FEES		8,160,461	8,432,768	8,187,077	8,546,860	8,361,910
01 - GENERAL FUND TOTAL		8,576,122	9,053,254	8,851,767	9,403,781	9,273,310

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

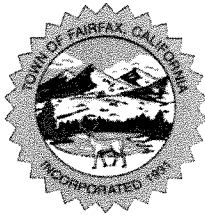
APPROPRIATIONS SUMMARY	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	ADOPTED
111 Town Council	28,177	32,097	29,019	38,017	32,159
112 Town Treasurer	3,718	4,197	4,475	4,080	4,069
116 Independent Auditor	59,103	55,187	66,338	60,338	62,800
121 Town Attorney	457,771	302,315	325,000	447,218	340,000
Total Town Council	548,768	393,796	424,832	549,654	439,028
211 Town Manager	222,550	240,893	274,142	285,938	292,641
221 Town Clerk	201,535	284,367	367,745	343,892	360,167
222 Elections	-	7,800	-	811	13,400
231 Personnel	125,094	161,695	196,712	185,785	154,095
241 Finance	346,326	363,306	404,214	365,224	417,638
Total General Administration	895,505	1,058,061	1,242,813	1,181,650	1,237,941
311 Planning	711,132	1,144,208	1,045,728	956,792	1,019,264
321 Building Inspection & Permits	238,269	263,508	262,335	294,859	355,238
Total Development Services	949,401	1,407,716	1,308,063	1,251,651	1,374,502
411 Police	3,295,817	3,872,103	4,276,678	3,978,035	4,626,770
418 Disaster Preparedness	140,225	3,770	24,000	9,874	9,138
421 Ross Valley Fire Service	2,734,716	2,716,044	2,954,275	3,090,952	3,355,476
Total Public Safety	6,170,757	6,591,917	7,254,953	7,078,862	7,991,385
510 Public Works Administration	396,832	480,737	368,468	345,937	343,790
511 Street Maintenance	424,801	483,460	521,957	426,026	583,397
512 Street Lighting & Traffic Signals	119,499	185,072	125,000	151,503	160,000
514 Climate & Environment	-	133,071	262,106	98,923	245,967
Total Public Works	941,132	1,282,340	1,277,531	1,022,389	1,333,154
616 Community Services	72,098	44,496	48,776	41,564	-
617 Recreation	64,412	69,057	75,955	71,242	139,044
621 Fairfax Recreation	200,705	135,414	122,227	135,563	120,069
622 Summer Camps	8,541	11,419	13,642	10,362	22,347
Total Recreation & Community Services	345,756	260,387	260,599	258,731	281,461
611 Park Maintenance	268,723	287,087	281,055	309,420	297,734
625 Rental Facilities-WC & Ballfield	76,053	75,626	71,664	66,983	67,240
911 Building Maintenance	(0)	(0)	-	-	-
Total Parks & Facility Maintenance	344,776	362,713	352,720	376,403	364,973
715 Non Departmental	780,406	931,841	1,260,695	928,191	1,116,392
TOTAL GENERAL FUND APPROPRIATIONS	10,976,500	12,288,771	13,382,206	12,647,532	14,138,836



Town of Fairfax
2024-25 Operating Budget

GENERAL FUND

APPROPRIATIONS by Object		Salaries & Wages	Benefits & Payroll Cost	Retirement	Professional Services	Supplies & Tools	Other Operating	FY 2024-25 ADOPTED
111	Town Council	18,000	1,056	2,851	2,426	100	7,726	32,159
112	Town Treasurer	3,600	181	288	-	-	-	4,069
116	Independent Auditor	-	-	-	62,800	-	-	62,800
121	Town Attorney	-	-	-	340,000	-	-	340,000
10	Total Town Council	21,600	1,237	3,139	405,226	100	7,726	439,028
211	Town Manager	191,620	51,896	28,194	500	700	19,731	292,641
221	Town Clerk	259,521	55,046	19,980	17,900	300	7,420	360,167
222	Elections	-	-	-	10,000	-	3,400	13,400
231	Personnel	111,858	28,313	8,524	5,000	400	-	154,095
241	Finance	246,731	73,515	33,088	50,000	3,000	11,304	417,638
20	Total General Administration	809,730	208,771	89,786	83,400	4,400	41,854	1,237,941
311	Planning	520,894	131,155	100,071	245,538	3,859	17,747	1,019,264
321	Building Inspection & Permits	163,756	48,419	42,774	85,000	1,200	14,089	355,238
30	Total Development Services	684,650	179,574	142,845	330,538	5,059	31,836	1,374,502
411	Police	2,209,887	946,248	1,034,897	70,000	16,000	349,739	4,626,770
418	Disaster Preparedness	-	-	-	-	116	9,023	9,138
421	Ross Valley Fire Service	-	-	-	3,355,476	-	-	3,355,476
40	Total Public Safety	2,209,887	946,248	1,034,897	3,425,476	16,115	358,761	7,991,385
510	Public Works Administration	182,400	35,205	32,347	48,000	1,374	44,464	343,790
511	Street Maintenance	183,665	58,289	44,080	215,000	35,500	46,863	583,397
512	Street Lighting & Traffic Signals	-	-	-	50,000	-	110,000	160,000
514	Climate & Environment	34,305	17,503	7,672	184,487	1,000	1,000	245,967
50	Total Public Works	400,370	110,997	84,098	497,487	37,874	202,327	1,333,154
616	Community Services	-	-	-	-	-	-	-
617	Recreation	90,517	7,794	21,083	13,500	-	6,150	139,044
621	Fairfax Recreation	50,496	3,943	4,131	30,000	4,000	27,500	120,069
622	Summer Camps	11,468	720	160	9,000	1,000	0	22,347
60	Total Recreation & Community Services	152,481	12,456	25,374	52,500	5,000	33,650	281,461
611	Park Maintenance	130,165	58,403	29,127	40,000	10,500	29,538	297,734
625	Rental Facilities-WC & Ballfield	18,642	10,374	1,525	-	2,000	34,699	67,240
911	Building Maintenance	-	-	-	48,000	7,500	(55,500)	-
61	Total Parks & Facility Maintenance	148,807	68,777	30,652	88,000	20,000	8,737	364,973
715	Non Departmental	-	107,732	-	265,950	1,000	741,710	1,116,392
71								
TOTAL GENERAL FUND APPROPRIATIONS		4,427,526	1,635,793	1,410,791	5,148,577	89,549	1,426,601	14,138,836
		31.3%	11.6%	10.0%	36.4%	0.6%	10.1%	100.0%



Town Manager

About the Town Manager

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

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 205 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

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

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 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
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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
SUBTOTAL PERSONNEL	20,666	22,559	21,674	21,941	21,907

OPERATING EXPENSES

813 OFFICE SUPPLIES		72	105	-	100
815 PRINTING	98	-	105	4,624	100
822 PROFESSIONAL SERVICES	SEE NOTE	4,972	3,082	2,310	2,678
842 SPECIAL DEPT SUPPLIES		871	840	525	1,579
861 BUS.MEET/CONF.	SEE NOTE	1,047	5,531	2,775	3,557
862 DUES & SUBSCRIPTIONS	SEE NOTE	-	14	525	2,792
890 MISCELLANEOUS		523	-	1,000	847
SUBTOTAL OPERATING		7,511	9,538	7,345	16,077

TOTAL DEPARTMENT APPROPRIATION 28,177 32,097 29,019 38,017 32,159

Allocation of Positions:

COUNCILMEMBERS/MAYOR 5.00 5.00 5.00 5.00 5.00

Total Full Time Equivalent Employees 5.00 5.00 5.00 5.00 5.00

NOTES: 822 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 ADOPTED
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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	-	-		-	
SUBTOTAL PERSONNEL	3,718	4,197	4,050	4,080	4,069

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	-	-
SUBTOTAL OPERATING	-	-	425	-	-

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:



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

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

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 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	ADOPTED

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
SUBTOTAL PERSONNEL	207,282	215,122	254,815	266,999	271,710

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-		-	
711 OFFICE EQUIP MAINT.	-	-		-	
731 BLDG-GROUNDS MAINT.	4,404	4,873	2,927	2,770	2,731
801 WATER	632	1,435	1,600	814	1,600
802 POWER	1,246	1,437	1,700	1,151	1,700
804 TELEPHONE	2,123	2,300	2,100	2,433	2,100
811 POSTAGE	488	706	600	519	600
813 OFFICE SUPPLIES	1,390	478	700	1,254	700
822 PROFESSIONAL SERVICES	-	6,670	5,000	-	500
861 BUS.MEET/CONF.	975	3,520	1,700	6,401	7,000
862 DUES & SUBSCRIPTIONS	4,010	4,351	3,000	3,596	4,000
SUBTOTAL OPERATING	15,268	25,771	19,327	18,939	20,931

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

222,550 240,893 274,142 285,938 292,641

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

0.85 0.85 0.95 0.95 0.95

NOTES:

862 ICMA/CMMF/+
 822 Consulting services



Town Clerk & Elections Department

About the Clerk's Office

In the vibrant community of Fairfax, the Town Clerk holds a unique position as an elected official directly accountable to the voters. Mandated by the 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

Town Council Meetings and Communications

1. Hosted and supported 24 Town Council meetings.
 - Prepared and posted 205 agenda items.
2. Published various newsletters and notifications:
 - 24 regular town newsletters
 - 5 special edition newsletters
 - 3 Recreation newsletters
 - 24 Town Council agendas
 - 16 Planning Commission agendas
 - 13 Public hearing notices
3. Website
 - 158 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 101 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 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 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
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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
SUBTOTAL PERSONNEL	174,190	234,261	339,783	310,998	334,547

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	4,443	3,946	2,946	2,946	2,768
801 WATER	-	-	-	-	-
804 TELEPHONE	826	834	910	931	910
811 POSTAGE	488	706	551	525	538
813 OFFICE SUPPLIES	898	555	990	695	990
814 LEGAL ADS	648	323	441	220	714
821 OUTSIDE SERVICES	5,565	6,663	5,513	2,821	7,900
822 PROFESSIONAL SERVICES	14,242	36,717	15,000	21,287	10,000
842 SPECIAL DEPT SUPPLIES	185	311	110	418	300
861 BUS.MEET/CONF.	51	16	1,000	2,673	1,000
862 DUES & SUBSCRIPTIONS	-	35	500	378	500
SUBTOTAL OPERATING	27,345	50,107	27,961	32,894	25,620

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

201,535	284,367	367,745	343,892	360,167
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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

1.00	1.50	1.50	1.60	2.00
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NOTES:

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



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 ADOPTED
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PERSONNEL

401 REGULAR SALARIES	32,665	37,783	98,699	85,142	107,628
411 REG PART-TIME SALARIES	13,764	14,938	12,495	14,506	
415 ACCRUED LEAVE CASHOUT	5,345	731	3,991	3,919	4,230
421 TEMP EMPLOYEES	-	-	-	-	
461 OVERTIME	2,327	-	-	-	
491 HEALTH INSURANCE	3,669	4,974	11,875	11,196	17,544
492 WORKERS COMP	1,837	4,020	4,199	4,199	3,992
493 RETIREMENT	3,556	6,064	11,102	8,524	12,166
494 MEDICARE	775	739	1,391	911	1,511
495 FICA/PTS	-	-	-	-	
496 PERS UAL/SIDEFUND	1,540	-	-	-	-
611 ALLOWANCES	340	744	1,564	1,660	1,624
SUBTOTAL PERSONNEL	65,819	69,993	145,316	130,055	148,695

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	58,898	40,734	25,000	55,084	5,000
822 PROFESSIONAL SERVICES	-	50,850	26,000	414	-
842 SPECIAL DEPT SUPPLIES	377	118	396	108	400
861 BUS.MEET/CONF.	-	-	-	-	-
862 DUES & SUBSCRIPTIONS	-	-	-	124	-
890 MISCELLANEOUS	-	-	-	-	-
SUBTOTAL OPERATING	59,275	91,702	51,396	55,730	5,400

TOTAL DEPARTMENT APPROPRIATION

125,094 161,695 196,712 185,785 154,095

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	

Total Full Time Equivalent Employees

0.30 0.30 0.50 0.50 0.50

NOTES:

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



Finance Department

Department Achievements

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

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 ADOPTED
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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	7,955	6,833
421 TEMP EMPLOYEES	2,892	2,879	5,000	1,031	7,962
491 HEALTH INSURANCE	25,265	24,770	27,434	26,484	51,654
492 WORKERS COMP	7,972	9,347	7,652	7,652	8,862
493 RETIREMENT	19,591	22,090	24,234	23,981	26,510
494 MEDICARE	2,865	3,091	3,234	3,026	3,354
495 FICA/PTS	-	-	1,011	-	548
496 PERS UAL/SIDEFUND	13,744	5,766	5,772	5,772	6,578
611 ALLOWANCES	1,305	1,419	1,964	1,340	2,264
SUBTOTAL PERSONNEL	269,847	288,756	318,692	285,166	353,334

SEE NOTE

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.			-	-	-
731 BLDG-GROUNDS MAINT.	4,443	3,946	2,397	2,788	2,768
804 TELEPHONE	826	834	900	931	900
811 POSTAGE	488	1,039	1,100	519	1,100
813 OFFICE SUPPLIES	2,619	2,420	3,000	2,127	3,000
821 OUTSIDE SERVICES	2,156	2,992	9,450	7,941	5,000
822 PROFESSIONAL SERVICES	64,696	62,265	65,000	64,934	45,000
861 BUS.MEET/CONF.	475	156	525	49	500
862 DUES & SUBSCRIPTIONS	715	580	1,050	767	1,200
890 MISCELLANEOUS	62	318	2,100	-	2,000
SUBTOTAL OPERATING	76,479	74,550	85,522	80,058	64,304

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

346,326	363,306	404,214	365,224	417,638
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Allocation of Positions:

FINANCE DIRECTOR	0.90	0.90	0.90	0.90	0.90
ACCOUNTANT II					0.90
PART-TIME ACCOUNTANTS	0.50	0.70	0.70	0.70	0.20
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	2.10

NOTES:	421 Special projects
	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).
- Received certification from the state of California.

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

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	ADOPTED

PERSONNEL

401 REGULAR SALARIES	171,237	231,859	386,998	384,796	520,894
411 REG PART-TIME SALARIES	103,706	50,339	2,400	2,080	
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
SUBTOTAL PERSONNEL	430,235	407,623	578,919	545,822	752,119

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	4,618	4,059	2,968	3,135	2,836
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	-	-
813 OFFICE SUPPLIES	2,808	1,029	2,205	2,862	2,205
814 LEGAL ADS	262	1,687	1,654	2,039	1,654
815 PRINTING	1,726	61	2,205	-	-
821 OUTSIDE SERVICES	266,083	722,140	416,000	369,593	229,000
822 PROFESSIONAL SERVICES	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.	1,092		2,205	196	7,500
862 DUES & SUBSCRIPTIONS	(3,500)	1,358	6,000	1,810	2,500
SUBTOTAL OPERATING	280,897	736,584	466,809	410,971	267,144

TOTAL DEPARTMENT APPROPRIATION

711,132 1,144,208 1,045,728 956,792 1,019,264

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				
Total Full Time Equivalent Employees	3.05	2.75	4.25	4.25	4.25

NOTES:	814 Housing Element & zone changes updates
	821 Includes outside services for HE update, ODDS, Inclusionary Hsg, and ADUs; electronic updates Short term Rental software (Deckard)
	822 Televis, Zoom Planning Commission & Housing Element mtgs, GIS; Plan Comm minutes clerk
	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 ADOPTED
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PERSONNEL

401 REGULAR SALARIES	107,945	121,704	123,849	142,669	163,756
415 ACCRUED LEAVE CASHOUT	4,617	4,984	4,969	4,969	6,825
491 HEALTH INSURANCE	22,302	24,535	25,089	28,924	32,299
492 WORKERS COMP.	5,006	4,902	4,079	4,079	6,032
493 RETIREMENT	13,364	15,408	17,587	20,260	23,368
494 MEDICARE	1,583	1,779	1,724	1,721	2,283
496 PERS UAL/SIDEFUND	14,112	17,016	17,029	16,706	19,406
611 ALLOWANCES	4,190	1,625	720	733	980
SUBTOTAL PERSONNEL	173,118	191,953	195,046	220,061	254,949

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	321	-	321
722 VEHICLE MAINTENANCE	4,531	2,855	3,500	9,423	3,500
731 BLDG-GROUNDS MAINT.	4,478	3,974	2,968	3,120	2,968
802 POWER	623	719	900	448	900
804 TELEPHONE	1,798	1,933	1,800	1,836	1,800
811 POSTAGE	509	731	600	556	600
813 OFFICE SUPPLIES	1,311	1,054	1,200	523	1,200
821 OUTSIDE SERVICES	46,101	57,302	50,000	57,340	80,000
822 PROFESSIONAL SERVICES	2,778	2,640	5,000	1,553	5,000
861 BUS.MEET/CONF.	399	-	500	-	1,000
862 DUES & SUBSCRIPTIONS	2,623	348	500	-	3,000
SUBTOTAL OPERATING	65,151	71,555	67,289	74,799	100,289

TOTAL DEPARTMENT APPROPRIATION

238,269	263,508	262,335	294,859	355,238
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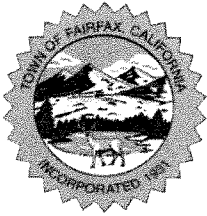
Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00	1.00	1.00	1.00	1.25
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NOTES:	722 Fuel & upkeep on Building Official Vehicle
	821 Coastland Engineering plan check, Town Engineer
	822 Janitorial allocation; scanning building plans /relief building inspector
	861 Building official/ICBO meetings
	862 Professional membership renewals for Building Official



Police Department

About the Police Department

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 Services Technician, 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
- 1 Lieutenant
- 2 Sergeants
- 0 Corporal
- 5 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)
- 5 reserve Dispatchers (part time/hourly as needed)
- 1 Police Services Technician (part time hourly)
- 0 Police Cadet (part time hourly)

Total: 15 full time employees (FTE's), two (2) vacant positions
7 part time reserve employees

Financial Support

The Fairfax Police Department by nature through our services to the community generates approximately \$2.6 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

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	ADOPTED

PERSONNEL

401 REGULAR SALARIES	361,943	480,876	544,715	450,000	572,658
402 SAFETY SALARIES	1,154,586	1,308,293	1,502,226	1,300,000	1,507,229
415 ACCRUED LEAVE PAYOUT	32,757	23,341	70,000	60,000	70,000
421 TEMP EMPLOYEES	128,733	143,097	120,000	170,000	130,000
461 OVERTIME	145,874	210,387	200,000	295,000	210,000
481 HOLIDAY PAY	85,517	113,147	107,111	107,000	110,923
491 HEALTH INSURANCE	237,850	260,859	325,484	255,000	423,772
492 WORKERS COMP.	69,942	85,337	90,389	90,389	82,855
493 RETIREMENT	220,601	264,069	320,716	270,000	336,160
494 MEDICARE	27,460	30,345	32,261	29,000	32,698
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	452,876	558,522	554,037	554,037	698,737
497 OVERTIME REIMB	-	(34,681)	(6,000)	(6,000)	(6,000)
498 TUITION REIMB	7,345	2,140	16,000	-	16,000
499 OTHER	62,650	62,650	-	-	-
611 ALLOWANCES	3,680	4,800	6,000	6,510	6,000

SEE NOTE

SEE NOTE

SEE NOTE

SUBTOTAL PERSONNEL

2,991,814 3,513,183 3,882,939 3,580,936 4,191,032

Allocation of Positions:

POLICE CHIEF	1.00	1.00	1.00	1.00	1.00
POLICE LIEUTENANT	-	-	-	1.00	1.00
SERGEANT	3.00	3.00	3.00	2.00	2.00
CORPORAL	2.00	2.00	1.00	-	-
POLICE OFFICER	4.00	4.00	6.00	5.00	7.00
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 15.00 17.00

DISPATCHER, RESERVE	4.00	4.00	2.00	5.00	5.00
POLICE OFFICER, RESERVE	2.00	2.00	1.00	1.00	1.00
POLICE CADET	1.00	1.00	2.00	-	-

NOTES:

- 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 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	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
Actual	Actual	ADOPTED	Projected	ADOPTED

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	4,265
-	-	1,103	3,921	1,158
3,000		3,600	3,600	3,600

SUBTOTAL OPERATING

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

TOTAL DEPARTMENT APPROPRIATION

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

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

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. The RVFD consists of a Fire Chief, chiefs, captains, engineers, administrative staff, and fire inspectors. The team 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.



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. FY25 includes changes to (1) increase to 3 man engines (2) new county dispatch system (3) Firw Chief model

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

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

OPERATING EXPENSES (TOWN SHARE)

493 RVFS RETIREMENT	SEE NOTE	342,301	395,767	388,453	388,453	443,552
721 FIELD EQ MAINT		72,907	82,716	85,198	85,198	97,283
724 RVFS OPEB LIAB		11,944	14,852	15,662	15,662	17,884
881 RVFS CONTRACT		2,174,261	2,060,173	2,407,212	2,407,212	2,748,658
SUBTOTAL TOWN'S JPA CONTRIBUTION		2,601,413	2,553,508	2,896,525	2,896,525	3,307,376
730 INSPECTION/PREVENTION	SEE NOTE	133,303	139,202	42,000	190,753	44,100
731 BUILDINGS & GROUNDS MAINT		-	23,334	15,750	3,675	4,000
SUBTOTAL OPERATING		2,734,716	2,716,044	2,954,275	3,090,952	3,355,476

TOTAL DEPARTMENT APPROPRIATION **2,734,716** **2,716,044** **2,954,275** **3,090,952** **3,355,476**

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
	Total	2,528,506	2,601,413	2,896,525	2,896,525	410,851	3,307,376
	% Change	4.00%	2.88%	11.34%	0.00%	14.184%	14.18%



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

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 pounds 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

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.

9. Sir Francis Drake Collaboration

10. Continued work with Transportation Authority of Marin and Safe Routes to School

Community Infrastructure Enhancement

9. Sidewalk Improvement Projects:

- Prepare Plans and Specifications for Bank, Broadway and a portion of Claus Road sidewalk improvement projects with funding from the Transportation Development Act (TDA) and Transportation Fund for Clean Air (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 other locations 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

FUND 01 GENERAL FUND
ACTIVITY 510 PUBLIC WORKS ADMIN

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 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
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PERSONNEL

401 REGULAR SALARIES	SEE NOTES	222,414	275,878	184,735	181,972	182,400
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	24,920
492 WORKERS COMP.		3,677	9,162	5,991	5,991	6,834
493 RETIREMENT		10,863	34,312	24,633	28,071	24,190
494 MEDICARE		3,924	3,167	2,617	2,938	2,587
495 FICA/PTS		-	-	-	-	-
496 PERS UAL/SIDEFUND		5,931	7,151	7,157	7,157	8,157
611 ALLOWANCES		2,022	2,788	960	1,329	864
SUBTOTAL PERSONNEL		314,215	379,660	259,117	253,487	249,952

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE		-	-	-	-	-
731 BLDG-GROUNDS MAINTENANCE		673	1,698	594	625	564
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	30,000
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
SUBTOTAL OPERATING		82,617	101,078	109,351	92,450	93,838

TOTAL DEPARTMENT APPROPRIATION

396,832 480,737 368,468 345,937 343,790

Allocation of Positions:

PUBLIC WORKS DIRECTOR			1.00	1.00	0.90	0.90
INTERIM PW DIRECTOR	1.00	-	-	-	-	-
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

1.67 1.67 1.67 1.00 0.90

NOTES:	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	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	ADOPTED

PERSONNEL

401 REGULAR SALARIES	159,754	165,672	203,690	128,058	183,665
415 ACCRUED LEAVE CASHOUT	3,377	4,624	9,563	-	3,642
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
SUBTOTAL PERSONNEL	251,736	268,316	314,543	223,707	286,034

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	10,000
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	522
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 SEE NOTE	89,468	145,074	120,000	129,671	215,000
841 SMALL TOOLS	1,481	340	1,500	-	1,500
842 SPECIAL DEPT SUPPLIES SEE NOTE	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
SUBTOTAL OPERATING	173,065	215,144	207,414	202,319	297,363

TOTAL DEPARTMENT APPROPRIATION

424,801 483,460 521,957 426,026 583,397

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

2.25 2.25 2.35 2.35 2.35

NOTES: 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 offset by grant from 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 ADOPTED
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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	110,000
32,119	72,654	30,000	35,393	40,000
4,500	15,675	10,000	5,014	10,000

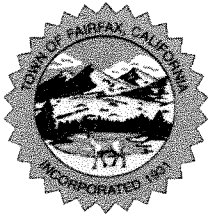
SUBTOTAL OPERATING

119,499 185,072 125,000 151,503 160,000

TOTAL DEPARTMENT APPROPRIATION

119,499 185,072 125,000 151,503 160,000

NOTES:	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

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

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.



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 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
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PERSONNEL

401 REGULAR SALARIES	SEE NOTE	73,902	104,061	72,335	93,785
415 ACCRUED LEAVE CASHOUT		4,986	5,003	4,986	
491 HEALTH INSURANCE		16,499	12,516	10,077	11,539
492 WORKERS COMP		3,250	3,250	3,250	3,925
493 RETIREMENT		6,634	8,325	5,787	7,672
494 MEDICARE		1,163	1,122	1,044	1,238
611 ALLOWANCES		960	960	680	800
LESS: REIMBURSEMENT		(41,259)	(67,619)	(49,079)	(59,480)
SUBTOTAL PERSONNEL		-	66,136	67,619	49,079

OPERATING EXPENSES

813 OFFICE SUPPLIES		-	500	-	500
821 OUTSIDE SERVICES	SEE NOTE	34,544	85,737	35,000	60,737
822 PROGRAM IMPLEMENTATION	SEE NOTE	31,670	106,750	13,299	123,750
842 SPECIAL DEPT SUPPLIES		324	500	920	500
861 MEETING/CONF & TRAVEL		398	1,000	625	1,000

SUBTOTAL OPERATING - **66,935** **194,487** **49,844** **186,487**

TOTAL DEPARTMENT APPROPRIATION - **133,071** **262,106** **98,923** **245,967**

Allocation of Positions:

CLIMATE ACTION COORDINATOR - 0.50 0.50 0.50

Total Full Time Equivalent Employees 0.50 0.50 0.50

NOTES:	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	Outside Services includes:
	\$40,000 - Assistance with implementation of Solar APP+ (funded by CalAPP Grant)
	\$20,737 - Assistance with SB 1383 implementation (carryover from FY 2022-23; funded by CalRecycle SB 1383 Local Assistance Grant)
822	Program Implementation includes:
	\$100,000 MTC Local public EV fleet electrification planning grant
	\$ 2,000 - Electric landscape equipment rebate program (carryover from FY 2022-23)
	\$ 5,750 - EV & E-bike show (\$5K); Marin Green Home Tour sponsorship
	\$15,000 - Streetlight EV charging pilot (approximately \$13,000 available in TAM & MCE rebates)
	\$ 1,000 - Outreach materials (\$2,400 carryover from FY 2022-23) includes "no-idleing" & sequestration and and water conservation projects as budget permits



Parks Maintenance

About Parks Maintenance

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 ADOPTED
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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	4,051
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
SUBTOTAL PERSONNEL	181,505	209,719	205,017	207,634	217,696

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	-	2,500
842 SPECIAL DEPT SUPPLIES	7,883	10,566	10,000	5,881	8,000
851 UNIFORM	834	638	638	638	638
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	87,218	77,368	76,038	101,786	80,038

TOTAL DEPARTMENT APPROPRIATION

268,723 287,087 281,055 309,420 297,734

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

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) 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

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

Community Engagement and Support

1. **Volunteer Recruitment:**
 - Recruit more volunteers to help support PARC-sponsored events to enhance community engagement and event effectiveness.
2. **Develop Content, Produce, and Distribute Seasonal Guides:**
 - Produce and distribute two seasonal guides for the community.
3. **Maintain Year-Round Programming:**
 - Offer year-round programming with both in-person and online options, including summer camps for all ages from babies, toddlers, school-aged youth, tweens, teens, adults, and older adults.
4. **Support Age Friendly Fairfax:**
 - Continue to support Age Friendly Fairfax with 90+ events, classes, and meeting attendance.
5. **Manage and Support Events and Partnerships:**
 - Continue to manage and support the growing list of events and partnerships, both traditional and new, in Fairfax.

Fundraising and Resource Expansion

6. **Fundraising Exploration:**
 - Explore fundraising opportunities for PARC to increase bandwidth and resources for organizing events and community programs.
7. **Research and Apply for Grants:**
 - Focus on youth and arts programming grants to enhance funding opportunities.
8. **Increase Revenue:**
 - Expand fee-for-service classes, events, and participate in a fee study for facility rentals.

Cultural and Artistic Enhancement

9. **Mural Expansion:**
 - Pursue additional mural sites for artists in the community to promote cultural vibrancy and public art appreciation.
10. **Artist in residence Collaborative Management**
 - Increase the budget for Art Walk, Pop Up events, and more. Oversee the RFP in January 2025, including application process and interviews.

Facility and Park Development

11. **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.
12. **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 was designed to accomplish a variety of community involvement projects through a program of recruiting community volunteers. ---- **THIS ACTIVITY IS NOW INCLUDED IN DEPT 617**

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

411 REGULAR PT SALARIES	SEE NOTE	44,161	29,053	27,900	25,239	
491 HEALTH/LIFE INS		5,748	672	750	2,083	
492 WORKERS COMP		923	1,084	880	880	
493 RETIREMENT		4,516	3,562	3,962	3,441	
494 MEDICARE		625	401	372	328	
496 PERS UAL/SIDEFUND		2,272	2,272	2,741	2,581	
611 ALLOWANCES		2,335	353	300	284	
SUBTOTAL PERSONNEL		60,580	37,396	36,906	34,837	-

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.		-	-	165	-	
801 WATER			-	221	-	
804 TELEPHONE		271	311	772	277	
811 POSTAGE		488	707	441	556	
813 OFFICE SUPPLIES		662	546	551	1,033	
822 TAM SERVICES		4,495	-	4,720	-	
842 SPECIAL DEPT SUPPLIES		5,603	5,536	5,000	4,860	
SUBTOTAL OPERATING		11,518	7,100	11,870	6,727	-

TOTAL DEPARTMENT APPROPRIATION 72,098 44,496 48,776 41,564 -

Allocation of Positions:

EVENTS & VOLUNTEER COORDINATOR		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

NOTES: FY 21/22 includes activity split off to Dept 514
 This department is now in Dept 617



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, Town Picnic, Holiday craft faire, and more. **THIS DEPARTMENT NOW INCLUDES DEPT 616**

DEPARTMENT SUMMARY

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

PERSONNEL

401 REGULAR SALARIES	SEE NOTE	15,592	18,016	25,734	18,201	65,355
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	2,672
492 WORKERS COMP		1,511	1,804	1,804	1,941	3,194
493 RETIREMENT		4,480	5,649	6,743	6,168	12,038
494 MEDICARE		536	633	604	592	1,208
496 PERS UAL/SIDEFUND		2,745	5,193	5,182	3,670	9,045
611 ALLOWANCES		2,913	1,188	300	213	720
SUBTOTAL PERSONNEL		53,303	63,913	64,755	60,485	119,394

OPERATING EXPENSES

811 POSTAGE		-	-		-	
813 OFFICE SUPPLIES		-	-		-	
821 OUTSIDE SERVICES		-	44		-	
878 FFX ARTS & CULTURE COLLAB	SEE NOTE	7,664	3,755	10,000	9,712	13,500
881 SPECIAL SERVICES	SEE NOTE	3,444	1,345	1,200	1,045	6,150
SUBTOTAL OPERATING		11,108	5,145	11,200	10,757	19,650

TOTAL DEPARTMENT APPROPRIATION

	64,412	69,057	75,955	71,242	139,044
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Allocation of Positions (FTE):

RECREATION & COMM SERV MANAGER	0.21	0.21	0.14	0.14	0.14
COMMUNITY SERVICES COORDINATOR			0.25	0.25	0.50
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	0.89
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NOTES:

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	PROPOSED
401 This department now includes Dept 616					
878 Fairfax Arts & Culture Collaborative					
- Artist in Residence (3)	4,000		4,500	4,500	4,500
- Fairfax Theater Co	3,177		3,500	3,500	5,000
- Art Collaboration Activities	487		3,500	3,000	4,000
881 Special Services					
- Spring Egg Hunt			400	798	750
- Alice in Wonderland Tea			400	-	400
- Town Picnic				2,630	2,500
- Special Events (includes Food pantry/Comm Garden)			400	2,100	2,500

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 ADOPTED
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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
SUBTOTAL PERSONNEL		158,775	86,041	65,502	83,350	58,569

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	-	-
881	SPECIAL SERVICES	5,840	5,151	5,000	4,549	5,000
890	MISCELLANEOUS	1,597	1,633	1,600	878	1,600
SUBTOTAL OPERATING		41,929	49,373	56,725	52,214	61,500

TOTAL DEPARTMENT APPROPRIATION

200,705	135,414	122,227	135,563	120,069
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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	-

Total Full Time Equivalent Employees

1.30	0.63	0.69	0.69	0.49
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NOTES:

- 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
Recreation programs are offset by participant fees charged in 01-090-904 & fundraising 01-090-790
- 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 ADOPTED
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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
SUBTOTAL PERSONNEL	-	4,874	4,397	-	12,347

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	1,000
890 MISCELLANEOUS		-	-	-	-
SUBTOTAL OPERATING		8,541	6,545	9,245	10,362

TOTAL DEPARTMENT APPROPRIATION

8,541 11,419 13,642 10,362 22,347

Allocation of Positions:

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

Total Full Time Equivalent Employees

0.17 0.07 0.07

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

Tennis Camp: 4 campers @ \$225	900
Basketball Camp (2) 24 campers @ \$450	10,800
Art and Nature Camp: 6 campers @ \$250	1,500
Spanish Camp: 4 campers @ \$350	1,400
CiT (Councilor in Training) Program 8 CiT @ \$300	900
	\$ 15,500





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 ADOPTED
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PERSONNEL

401 REGULAR SALARIES	15,120	16,869	17,228	17,756	18,642
421 TEMP LABOR	-	-		-	
415 ACCRUED LEAVE CASHOUT	-	-	828	-	896
461 OVERTIME	330	615		617	
491 HEALTH INSURANCE	6,316	7,118	6,803	9,220	8,287
492 WORKERS COMP.	572	703	580	806	701
493 RETIREMENT	1,168	1,336	1,378	1,421	1,525
494 MEDICARE	215	248	245	242	265
611 ALLOWANCES	1,094	1,106	225	251	225
SUBTOTAL PERSONNEL	24,815	27,995	27,287	30,312	30,541

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	SEE NOTE	43,353	38,298	28,321	29,779	26,643
801 WATER		1,445	2,237	1,600	1,161	1,600
802 POWER		802	2,799	2,500	612	2,500
803 SANITARY		2,545	-	3,400	2,600	3,400
804 TELEPHONE		491	596	450	559	450
821 OUTSIDE SERVICES		-	-	500	-	
822 PROFESSIONAL SERVICES	SEE NOTE	-	-	5,500	-	
841 SMALL TOOLS		-	-		-	
842 SPECIAL DEPT SUPPLIES	SEE NOTE	2,496	3,594	2,000	1,828	2,000
851 UNIFORM		106	106	106	133	106
SUBTOTAL OPERATING		51,238	47,632	44,377	36,672	36,699

TOTAL DEPARTMENT APPROPRIATION

	76,053	75,626	71,664	66,983	67,240
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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

	0.25	0.25	0.25	0.25	0.25
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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 ADOPTED
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
SUBTOTAL PERSONNEL	116,956	94,704	102,602	107,766	107,732
OPERATING EXPENSES					
822 PROFESSIONAL SERVICES SEE NOTE	178,144	338,841	251,266	179,682	265,950
842 SPECIAL DEPT SUPPLIES	663	980	4,410	817	1,000
871 LIAB & PROP INSURANCE SEE NOTE	243,737	302,368	346,577	339,372	355,710
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	114,133	118,130	-	-	-
896 CERTB/OPEB	100,000	-	150,000	150,000	150,000
SUBTOTAL OPERATING	663,450	837,137	1,158,093	820,425	1,008,660
TOTAL DEPARTMENT APPROPRIATION	780,406	931,841	1,260,695	928,191	1,116,392

NOTES:	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
822 ASSOC OF BAY AREA GOVTS (ABAG)	2,459	2,603	2,603	2,863	2,863
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	5,748	8,955	9,000	7,822	14,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	16,760	15,887	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	5,000	5,000
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,912	5,049	5,000	5,190	5,200
MARIN COUNTY TAX COLLECTOR (LAFCO)	4,770	5,415	8,000	5,542	6,085
MARIN COUNTY TRANSIT DIST (YELLOW BUS)		66,000	35,500	35,500	36,920
MARIN GENERAL SERVICES (Humane Society, General, Mediation)	104,003	200,672	133,166	58,550	133,166
MARIN IT, INC (IT MAINT & EQUIP)	23,080	19,552	24,000	28,210	25,000
OTHER (FY 20-21 Small Business Rec.Fund MARILINK.Inc)	4,630	2,927	5,000	2,145	5,000
	178,143	338,841	251,266	179,682	265,950

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.

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

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	-	-		-	
SUBTOTAL PERSONNEL	-	-	-	-	-

OPERATING EXPENSES

803 SANITARY/DUMP	3,736			-	
821 OUTSIDE SERVICES	4,287	7,142	3,000	33,119	10,000
822 PROFESSIONAL SERVICES	73,252	57,534	50,000	33,809	38,000
842 SPECIAL DEPT SUPPLIES	6,992	8,198	6,000	6,929	7,500
851 CLOTHING	-	-		-	
SUBTOTAL OPERATING	88,266	72,875	59,000	73,856	55,500

SUBTOTAL APPROPRIATION

88,266 72,875 59,000 73,856 55,500

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(88,266)	(72,875)	(59,000)	(73,856)	(55,500)
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TOTAL DEPARTMENT APPROPRIATION

(0) (0) - - -

Allocation of Positions:

MAINT. LEADWORKER -

Total Full Time Equivalent Employees

ALLOCATION OF BUILDING MAINTENANCE TO DEPARTMENTS:

	FY 24	JANITOR	OTHER	FY 25
211 TOWN MANAGER	2,927	2,381	372	2,731
221 TOWN CLERK	2,946	2,397	375	2,768
241 FINANCE	2,946	2,397	375	2,768
311 PLANNING	2,981	2,426	379	2,836
321 BUILDING INSP	2,968	2,415	377	2,810
411 POLICE	14,742	11,994	1,874	13,860
510 PUBLIC WORKS ADM	594	484	76	564
511 STREET MAINT/PW	573	466	73	522
625 RENTAL - W/C PAVILION	28,321	23,041	3,600	26,643
	59,000	48,000	7,500	55,500

NOTES:	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 ADOPTED
BEGINNING FUND BAL	1,000,000	1,000,000		1,000,000	1,000,000
REVENUES					
050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-
APPROPRIATIONS					
				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 901 TSFR TO 01-GENERAL FUND				-	
100 931 TSFR FROM 01-GENERAL FUND				-	
SUBTOTAL TRANSFER	-	-	-	-	-
NET DEPARTMENT ACTIVITY	-	-	-	-	-
ENDING FUND BAL	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			14,542,336	100.0%	
Fund #	Description			Approp.	
02	Dry Period Reserve	Undesignated	1,000,000	6.9%	
01	General Fund	Undesignated	2,023,536	13.9%	
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	2.6%	
08	Office Equipment	Designated	25,590	0.2%	
Total General Fund Reserves			3,781,419	26.0%	
			Designated	757,884	5.2%
			Undesignated	3,023,536	20.8%
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.

FUND SUMMARY		FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
BEGINNING FUND BAL		194,074	327,899		243,355	226,882
REVENUES						
090 901 SALE OF ASSETS		44,322	28,000		-	
SUBTOTAL REVENUES		44,322	28,000	-	-	-
APPROPRIATIONS						
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
SUBTOTAL APPROPRIATIONS		10,498	237,544	150,000	116,472	169,000
TRANSFERS						
100 931 TSFR FROM 01-GEN FUND	SEE NOTE	100,000	125,000	100,000	100,000	100,000
SUBTOTAL TRANSFER		100,000	125,000	100,000	100,000	100,000
NET DEPARTMENT ACTIVITY		133,824	(84,544)	(50,000)	(16,472)	(69,000)
ENDING FUND BAL		327,899	243,355		226,882	157,882

COMPONENTS OF FUND BALANCE:

VEHICLE REPLACEMENT RESERVE

157,882

NOTES:	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
Note Maintenance costs for equipment is charged to the specific department using the equipment.					
VEHICLES					
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			
TOTAL	16,600	220,944	150,000	-	169,000
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 ADOPTED
BEGINNING FUND BAL	60,018	249,551		152,017	99,105
REVENUES					
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
TOTAL PERMITS AND FEES	513,970	531,323	490,500	567,633	560,900
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	-
TOTAL CURRENT CHARGES	175,563	171,144	135,000	179,455	180,000
SUBTOTAL REVENUES	689,533	702,466	625,500	747,087	740,900
APPROPRIATIONS					
	-	-	-	-	-
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND	(500,000)	(800,000)	(600,000)	(800,000)	(750,000)
SUBTOTAL TRANSFER	(500,000)	(800,000)	(600,000)	(800,000)	(750,000)
NET DEPARTMENT ACTIVITY	189,533	(97,534)	25,500	(52,913)	(9,100)
ENDING FUND BAL	249,551	152,017		99,105	90,005
COMPONENTS OF FUND BALANCE:					
UNRESERVED	32,897	97,132		43,220	34,120
RESERVED - PLANNING DEPOSITS	148,063	54,885		55,885	55,885

NOTES:					
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	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
	Actual	Actual	ADOPTED	Projected	ADOPTED

BEGINNING FUND BAL	66,421	87,816		167,956	178,536
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REVENUES

050 502 INVESTMENT EARNINGS				-	
SUBTOTAL REVENUES	-	-	-	-	-

APPROPRIATIONS

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
SUBTOTAL APPROPRIATIONS	22,230	44,861	250,000	114,420	197,000

TRANSFERS

725 971 TSFR TO 03-EQUIPMENT REPLACEMENT					
100 931 TSFR FROM 01-GENERAL FUND	90,000	125,000	125,000	125,000	125,000
SUBTOTAL TRANSFER	90,000	125,000	125,000	125,000	125,000

NET DEPARTMENT ACTIVITY	21,395	80,139	(25,000)	10,580	(72,000)
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ENDING FUND BAL	87,816	167,956		178,536	106,536
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COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT	
UNDESIGNATED	106,536

	TOTAL	FY25
CURRENT PROJECTS:		
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
TOTALS	872,000	197,000

NOTES:
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	ADOPTED
BEGINNING FUND BAL		130,996	186,265		178,557	252,629
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
SUBTOTAL REVENUES		1,855,269	1,992,292	2,081,400	2,074,072	2,125,242
		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)
SUBTOTAL TRANSFER		(1,800,000)	(2,000,000)	(1,700,000)	(2,000,000)	(2,000,000)
NET DEPARTMENT ACTIVITY		55,269	(7,708)	381,400	74,072	125,242
ENDING FUND BAL		186,265	178,557		252,629	377,870
Retirement Costs - Recap by Department		FY25				
	ALLOCATION	UAL PAYMT	REFI PMT	ER PERS	TOTAL	
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).

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

COMPONENTS OF FUND BALANCE:

NOTES:
COPS funds are distributed by the state to counties and used by Fairfax to help fund current filled positions.



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.

FUND SUMMARY		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	ADOPTED
BEGINNING FUND BAL		(13,618)	41,239		57,344	63,090
REVENUES						
050 502 INVESTMENT EARNINGS					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
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
SUBTOTAL APPROPRIATIONS		25,143	63,895	38,500	24,254	37,500
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		80,000	80,000	30,000	30,000	
SUBTOTAL TRANSFER		80,000	80,000	30,000	30,000	-
NET DEPARTMENT ACTIVITY		54,857	16,105	(8,500)	5,746	(37,500)
ENDING FUND BAL		41,239	57,344		63,090	25,590
COMPONENTS OF FUND BALANCE:						
COMPUTER/SOFTWARE UNDESIGNATED		41,239	57,344		63,090	25,590

NOTES:

- 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.

FUND SUMMARY		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	ADOPTED
BEGINNING FUND BAL		(19,485)	(34,040)		(33,390)	(32,570)
REVENUES						
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					-	
SUBTOTAL REVENUES		53,550	77,620	41,000	77,620	77,500
APPROPRIATIONS						
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
SUBTOTAL APPROPRIATIONS		63,105	76,970	31,700	76,800	76,800
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND		(5,000)		(5,000)	-	
100 931 TSFR FROM 01-GENERAL FUND					-	
SUBTOTAL TRANSFER		(5,000)	-	(5,000)	-	-
NET DEPARTMENT ACTIVITY		(14,555)	650	4,300	820	700
ENDING FUND BAL		(34,040)	(33,390)		(32,570)	(31,870)

NOTES:

- 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.

FUND SUMMARY	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
BEGINNING FUND BAL	6,588	7,266		53,663	31,423
REVENUES					
010 120 MUNICIPAL SERVICES TAX	725,678	745,750	767,760	767,760	786,040
SUBTOTAL REVENUES	725,678	745,750	767,760	767,760	786,040
APPROPRIATIONS					
715 996 DEBT SERVICE				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
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)
SUBTOTAL TRANSFER	(725,000)	(699,353)	(790,000)	(790,000)	(790,000)
NET DEPARTMENT ACTIVITY	678	46,397	(22,240)	(22,240)	(3,960)
ENDING FUND BAL	7,266	53,663		31,423	27,463
ALLOCATION OF REVENUES:					
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% TOTAL	725,000	699,353	790,000	790,000	790,000

DESIGNATION OF FUND BALANCE:

NOTES:

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 ADOPTED
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BEGINNING FUND BAL	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

TOTAL REVENUES	319,655	361,484	393,638	393,455	409,352
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APPROPRIATIONS

SUBTOTAL	-	-	-	-	-
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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)

SUBTOTAL	(478,347)	(184,039)	(405,000)	(405,000)	(518,770)
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NET DEPARTMENT ACTIVITY	(158,692)	177,445	(11,362)	(11,545)	(109,418)
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ENDING FUND BAL	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 ADOPTED
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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 RESUFACING & 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.

FUND SUMMARY		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	ADOPTED
BEGINNING FUND BAL		161,128	304,348		150,642	150,642
REVENUES						
060 920 MEASURE A&B FUNDS		143,220		200,000	255,001	190,624
SUBTOTAL REVENUES		143,220	-	200,000	255,001	190,624
APPROPRIATIONS						
715 893 VARIOUS						
SUBTOTAL APPROPRIATIONS		-	-	-	-	-
TRANSFERS						
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						
SUBTOTAL TRANSFER		-	(153,706)	(535,000)	(255,001)	(300,000)
NET DEPARTMENT ACTIVITY		143,220	(153,706)	(335,000)	-	(109,376)
ENDING FUND BAL		304,348	150,642		150,642	41,266

		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	ADOPTED
MEASURE A TRANSPORTATION - APPROPRIATIONS						
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
		294,240	147,778	535,000	255,001	300,000

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.

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

BEGINNING FUND BAL	7,242	66,686		126,833	196,349
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REVENUES

060 920 MEASURE A FUNDS	69,848	80,147	70,873	75,816	75,816
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SUBTOTAL REVENUES	69,848	80,147	70,873	75,816	75,816
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APPROPRIATIONS

715 893 VARIOUS					
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SUBTOTAL APPROPRIATIONS	-	-	-	-	-
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TRANSFERS

100 941 TSFR FROM FUND 51 - CIP GRANTS					
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725 951 TSFR TO FUND 51 - CIP GRANT	(10,404)	(20,000)	(150,231)	(6,300)	(138,000)
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725 972 TSFR TO FUND 73 - OPEN SPACE					
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SUBTOTAL TRANSFER	(10,404)	(20,000)	(150,231)	(6,300)	(138,000)
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NET DEPARTMENT ACTIVITY	59,444	60,147	(79,358)	69,516	(62,184)
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ENDING FUND BAL	66,686	126,833		196,349	134,165
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	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
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MEASURE A PARKS - APPROPRIATIONS

51-820 RENOVATION OF WOMENS CLUB		9,152	50,000		50,000
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51-841 TRAIL REPAIR & IMPROVEMENT	10,404	6,200	50,000	6,300	50,000
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51-841 PLATFORM/LIGHTING FOR PUBLIC ART			5,000		8,000
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51-841 REPLC OF PERI PARK EQUIPMENT		21,182			
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PERI PARK CREEKBANK RESTORATION			45,231		30,000
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APPROPRIATIONS	10,404	36,534	150,231	6,300	138,000
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ADDITIONAL APPROVED WORKPLAN ITEMS:

51-841 PERI PARK PUMP TRACK	10,000				
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51-841 REPLC OF PERI PARK EQUIPMENT	19,371				
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51-841 PERI PARK PLAYGROUND & SWING REPL	6,000				
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51-841 BALL FIELD PRIVACY SCREEN					6,804
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73-673 PARKLAND ACQUISITION (WALL PROP)	87,500		100,000		100,000
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73-673 PARKLAND REHAB (WALL PROP)					50,000
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	196,745	36,534	250,231	6,300	294,804
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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	ADOPTED
BEGINNING FUND BAL		-	866,338		1,766,049	1,588,335
REVENUES						
070 711 FEDERAL/STATE GRANT REVENUE		899,711	899,711			
SUBTOTAL REVENUES		899,711	899,711	-	-	-
APPROPRIATIONS						
715 893 VARIOUS		33,373				-
SUBTOTAL APPROPRIATIONS		33,373	-	-	-	-
TRANSFERS						
725 951 TSFR TO FUND 51 - CIP GRANT				(150,000)	(177,714)	(90,000)
SUBTOTAL TRANSFER		-	-	(150,000)	(177,714)	(90,000)
NET DEPARTMENT ACTIVITY		866,338	899,711	(150,000)	(177,714)	(90,000)
ENDING FUND BAL		866,338	1,766,049		1,588,335	1,498,335
FEDERAL STIMULUS FUNDS - APPROPRIATIONS		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	ADOPTED
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.

FUND SUMMARY		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
		Actual	Actual	ADOPTED	Projected	ADOPTED
BEGINNING FUND BAL		640,035	596,867		547,999	472,521
REVENUES						
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
SUBTOTAL REVENUES		526,636	535,611	500,759	524,325	544,300
APPROPRIATIONS						
FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS						
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
		208,049	213,211	222,181	222,181	230,020
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
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
		230,685	236,714	246,930	246,930	250,950
FUND 46 - 2016 GENERAL OBLIGATION BONDS						
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
		126,065	124,745	124,393	124,393	127,957
ADMIN FEES						
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
SUBTOTAL APPROPRIATIONS		569,804	584,479	599,803	599,803	615,227
NET DEPARTMENT ACTIVITY		(43,168)	(48,868)	(99,044)	(75,478)	(70,927)
ENDING FUND BAL		596,867	547,999		472,521	401,595

NOTES:	Summary of the Town's portion of Measure K Debt Service Payments	Original Issue	Final Payment	Principal Balance		
				6/30/2023	6/30/2024	6/30/2025
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
TOTALS				\$ 2,108,800	\$ 1,573,600	\$ 1,018,900
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	ADOPTED
BEGINNING FUND BAL		4,409	4,409		4,409	4,409
REVENUES						
090	INTERDEPARTMENTAL CHARGES	553,738	624,923	668,198	668,198	714,312
SUBTOTAL REVENUES		481,182	624,923	668,198	668,198	714,312
APPROPRIATIONS						
716 994	DEBT ISSUE/ADMIN	2,100				
716 997	LEASE PAYMENT	551,639	624,923	668,198	668,198	714,312
SUBTOTAL APPROPRIATIONS		481,182	624,923	668,198	668,198	714,312
TRANSFERS						
100 931	TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER		-	-	-	-	-
NET DEPARTMENT ACTIVITY		-	-			
ENDING FUND BAL		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	ADOPTED
BEGINNING FUND BAL	985,480	916,665		78,202	104,055
REVENUES					
070 695 COUNTY			-		-
070 864 STATE PARK BOND REVENUE			177,952	-	177,952
070 711 FEDERAL/STATE GRANT REVENUE	238,155	19,683	-	511,662	-
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					
SUBTOTAL REVENUES	405,806	500,711	1,589,978	531,345	1,511,590
APPROPRIATIONS					
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		-
SUBTOTAL APPROPRIATIONS	708,372	1,586,676	2,488,041	1,104,507	2,239,249
TRANSFERS					
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	138,000
100 961 TSFR FROM FUND 25 - FEDERAL STIM	-	-	150,000	177,714	90,000
725 TSFR TO FUND 23 - MEAS A PARK				-	
SUBTOTAL TRANSFER	233,751	247,502	643,294	599,015	696,770
NET DEPARTMENT ACTIVITY	(68,815)	(838,463)	(254,769)	25,853	(30,889)
ENDING FUND BAL	916,665	78,202		104,055	73,166
ALLOCATION OF APPROPRIATIONS:					
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
Totals	708,372	1,586,676	2,488,041	1,104,507	2,239,249



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	ADOPTED
BEGINNING FUND BAL	(567,728)	(905,042)		(902,311)	406
REVENUES					
070 600 FEDERAL/STATE GRANT REVENUE	188,878	-	-	467,371	-
070 695 COUNTY				-	
070 720 FEMA				-	
OTHER/OES				-	
SUBTOTAL REVENUES	188,878	-	-	467,371	-
APPROPRIATIONS					
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					-
SUBTOTAL APPROPRIATIONS	526,192	175,621	170,000	34,654	-
TRANSFERS					
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	-	-	-	-	-
SUBTOTAL TRANSFER	-	178,352	170,000	470,000	-
NET DEPARTMENT ACTIVITY	(337,314)	2,731	-	902,717	-
ENDING FUND BAL	(905,042)	(902,311)		406	406
ALLOCATION OF APPROPRIATIONS:					
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			
Totals	526,192	175,621	170,000	34,654	-

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 **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 Actual	FY 2022-23 Actual	FY 2023-24 ADOPTED	FY 2023-24 Projected	FY 2024-25 ADOPTED
BEGINNING FUND BAL	46,045	54,773		58,178	49,434
REVENUES					
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					
SUBTOTAL REVENUES	8,728	3,405	2,000	3,256	2,000
APPROPRIATIONS					
COMMITTEE					
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	
SUBTOTAL APPROPRIATIONS	3,319	3,571	4,000	12,526	4,000
TRANSFERS					
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					
SUBTOTAL TRANSFER	3,319	3,571	4,000	526	4,000
NET DEPARTMENT ACTIVITY	8,728	3,405	2,000	(8,744)	2,000
ENDING FUND BAL	54,773	58,178		49,434	51,434
ALLOCATION OF FUND BALANCE:					
Designated for Capital Acquisition	300	300		10,000	10,000
Undesignated Balance	54,473	57,878		39,434	41,434
	54,773	58,178		49,434	51,434

Property Acquisitions

2005 Melvin Property (APN:# 197-070-05) 2009 Tax Default	200,000
(Toyon) (APN:# 03-673-931) 2013 Upper Ridgeway (APN #	6,100
001-193-07) 2014 Skyranch (contribution)	48,283
2022 Pelllio Parcel (APN # 003-163-14)	60,000
2023 Upper Hawthorne Canyon (San Anselmo adj. to Wall Property	12,000

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, and \$50,000 for restoration for the Wall Property in FY24.

TOWN OF FAIRFAX

FY2024-25 TO FY2028-29

ADOPTED 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

Account No:	EXPENDITURES			----- FUNDING SOURCE -----							
	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		
51-890	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				-
	TOTALS		\$ 4,113,272	\$ 1,368,063	\$ 60,000	\$ 260,000	\$ 535,000	\$ 150,231	\$ 1,558,220	\$ 177,952	\$ 3,806

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2024/25

Account No:	EXPENDITURES			FUNDING SOURCE							
	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 RETAINING WALL	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		
51-890	PERI PARK CREEKSIDE RESTORATION	Design & Const	45,231	-	-	-	-	45,231	-	-	-
51-828	46 CANYON RD STAB	Design & Const	10,000	10,000							
51-XXX	454 SCENIC ROAD STAB	Design & Const	20,000	20,000							
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				-
	TOTALS		\$ 3,034,249	\$ 393,658	\$ 40,000	\$ 323,770	\$ 300,000	\$ 150,231	\$ 1,644,832	\$ 177,952	\$ 3,806



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	-	250,000	250,000	-	-	-	-	-
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	-
51- 828	46 CANYON RD STAB	10,000	-	10,000	10,000	-	-	-	-	-
51- XXX	454 SCENIC RD STAB	20,000	-	20,000	20,000	-	-	-	-	-
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	-	-
TOTALS		3,034,249	1,736,590	1,297,659	393,658	40,000	323,770	300,000	150,231	90,000
51	2,239,249	1,511,590	727,659	383,658	30,000	73,770	-	150,231	90,000	
52	-	-	-	-	-	-	-	-	-	
53	795,000	225,000	570,000	10,000	10,000	250,000	300,000	-	-	
T	3,034,249	1,736,590	1,297,659	393,658	40,000	323,770	300,000	150,231	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 SEE NOTE	-		-				
TO BE DETERMINED	-						
SUBTOTAL REVENUES	177,952	-	177,952	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	274,101	44,101	230,000	-	-	-	-

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	-						
SUBTOTAL TRANSFER	96,149	44,101	52,048	-	-	-	-

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	-		-				
TO BE DETERMINED							
SUBTOTAL REVENUES	60,000	60,000	-	-	-	-	-

SEE NOTE

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	-						
SUBTOTAL APPROPRIATIONS	238,050	60,000	20,000	158,050	-	-	-

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	-						
SUBTOTAL TRANSFER	178,050	-	20,000	158,050	-	-	-

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	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	225,000	20,000	5,000	185,000	5,000	5,000	5,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	30,000	10,000	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	-						
SUBTOTAL TRANSFER	225,000	20,000	5,000	185,000	5,000	5,000	5,000

NET PROJECT ACTIVITY

- - - - -

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	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

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

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				
SUBTOTAL TRANSFER	58,000	8,000	50,000	-	-	-	-

NET PROJECT ACTIVITY

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NOTES: MEASURE A - Park funds
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 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 - FEMA SEE NOTE	330,587	330,587	-				
TO BE DETERMINED	120,000			120,000			
SUBTOTAL REVENUES	450,587	330,587	-	120,000	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	610,783	440,783	-	170,000	-	-	-

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	-						
SUBTOTAL TRANSFER	160,196	110,196	-	50,000	-	-	-

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 stormdrain 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 see note	-						
TO BE DETERMINED	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

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	-		-	-			
SUBTOTAL APPROPRIATIONS	1,700,000	-	90,000	810,000	800,000	-	-

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		
SUBTOTAL TRANSFER	1,700,000	-	90,000	810,000	800,000	-	-

NET PROJECT ACTIVITY

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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	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	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	-						
SUBTOTAL REVENUES	58,000	58,000	-	-	-	-	-

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	-		-				
SUBTOTAL APPROPRIATIONS	459,000	174,000	85,000	50,000	50,000	50,000	50,000

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
SUBTOTAL TRANSFER	401,000	116,000	85,000	50,000	50,000	50,000	50,000

NET PROJECT ACTIVITY

- - - - -

NOTES:	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).
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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	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)	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	-						
SUBTOTAL REVENUES	5,556,886	744,460	303,806	310,000	2,198,620	2,000,000	

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	-						
SUBTOTAL APPROPRIATIONS	5,556,886	744,460	303,806	310,000	2,198,620	2,000,000	

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	-						
SUBTOTAL TRANSFER	-	-	-	-	-	-	-

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 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							
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

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

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	-						
SUBTOTAL TRANSFER	250,000	-	250,000	-	-	-	-

NET PROJECT ACTIVITY

- - - - -

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 51-856 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	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)	6,291,504	1,447,062	644,442	4,200,000			
COUNTY FINANCING LOAN	28,000	28,000					
OTHER	-		-				
TO BE DETERMINED	-		-				
SUBTOTAL REVENUES	6,319,504	1,475,062	644,442	4,200,000	-	-	-

SEE NOTE

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	-						
SUBTOTAL APPROPRIATIONS	6,706,600	1,808,388	698,212	4,200,000	-	-	-

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	-						
SUBTOTAL TRANSFER	387,096	333,326	53,770	-	-	-	-

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	-						
SUBTOTAL REVENUES	1,645,853	436,668	205,390	612,255	391,540	-	-

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	-						
SUBTOTAL APPROPRIATIONS	1,790,637	504,900	242,000	640,337	403,400	-	-

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	-						
SUBTOTAL TRANSFER	144,784	68,232	36,610	28,082	11,860	-	-

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 see note	-						
SUBTOTAL REVENUES	2,842,646	930,896	180,000	162,250	1,569,500	-	-

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	-						
SUBTOTAL APPROPRIATIONS	2,876,849	945,099	190,000	172,250	1,569,500	-	-

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	-						
SUBTOTAL TRANSFER	34,203	14,203	10,000	10,000	-	-	-

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 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	790,000		-	790,000			
TO BE DETERMINED							
SUBTOTAL REVENUES	790,000	-	-	790,000	-	-	-

SEE NOTE

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	-						
SUBTOTAL APPROPRIATIONS	1,085,231	-	45,231	1,040,000	-	-	-

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				
SUBTOTAL TRANSFER	295,231	-	45,231	250,000	-	-	-

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

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							
SUBTOTAL REVENUES	-	-	-	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	417,500	77,500	-	170,000	170,000	-	-

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							
SUBTOTAL TRANSFER	417,500	77,500	-	170,000	170,000	-	-

NET PROJECT ACTIVITY

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NOTES:	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	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	312,209	212,209	20,000	20,000	20,000	20,000	20,000

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	-						
SUBTOTAL TRANSFER	312,209	212,209	20,000	20,000	20,000	20,000	20,000

NET PROJECT ACTIVITY

- - - - -

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

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	-						
TO BE DETERMINED see note	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

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

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	-						
SUBTOTAL TRANSFER	250,000	-	-	-	250,000	-	-

NET PROJECT ACTIVITY

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NOTES:



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	-						
SUBTOTAL REVENUES	225,000	-	225,000	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	768,478	233,478	225,000	190,000	40,000	40,000	40,000

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	-						
SUBTOTAL TRANSFER	543,478	233,478	-	190,000	40,000	40,000	40,000

NET PROJECT ACTIVITY

- - - - -

NOTES:

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

Financing from Transportation Fund for Clean Air (TFCA) & Transportation Development Act (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	-						
SUBTOTAL REVENUES	20,370	20,370	-	-	-	-	-

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	-						
SUBTOTAL APPROPRIATIONS	1,470,370	20,370	550,000	600,000	100,000	100,000	100,000

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	-						
SUBTOTAL TRANSFER	1,450,000	-	550,000	600,000	100,000	100,000	100,000

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 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							
SUBTOTAL REVENUES	-	-	-	-	-	-	-

SEE NOTE

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	-						
SUBTOTAL APPROPRIATIONS	40,000	30,000	10,000	-	-	-	-

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	-						
SUBTOTAL TRANSFER	40,000	30,000	10,000	-	-	-	-

NET PROJECT ACTIVITY

- - - - -

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	-		-				
TO BE DETERMINED							
SUBTOTAL REVENUES	-	-	-	-	-	-	-

SEE NOTE

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	-						
SUBTOTAL APPROPRIATIONS	74,600	9,600	15,000	50,000	-	-	-

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	-						
SUBTOTAL TRANSFER	74,600	9,600	15,000	50,000	-	-	-

NET PROJECT ACTIVITY

- - - - -

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 TOTAL	PRIOR YEARS ACTUAL	FY 2024-25 ADOPTED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED	FY 2028-29 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	-		-				
TO BE DETERMINED							
SUBTOTAL REVENUES	-	-	-	-	-	-	-

SEE NOTE

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	-						
SUBTOTAL APPROPRIATIONS	202,500	17,500	20,000	165,000	-	-	-

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	-						
SUBTOTAL TRANSFER	202,500	17,500	20,000	165,000	-	-	-

NET PROJECT ACTIVITY

- - - - -

NOTES:	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
-----------------	-----------------	--------------------	--------------------	----------------------	----------------------	----------------------	----------------------

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	-		
SUBTOTAL REVENUES	3,485,391	110,000	-	2,061,000	1,314,391	-	-

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			
SUBTOTAL APPROPRIATIONS	4,267,621	372,421	-	2,142,679	1,752,521	-	-

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	-						
SUBTOTAL TRANSFER	782,230	262,421	-	81,679	438,130	-	-

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

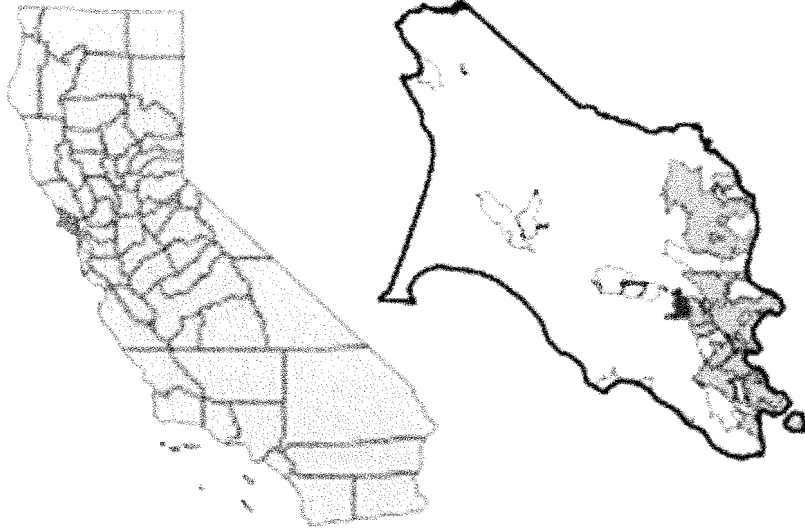
2024 - 2025 Operating and Capital Improvement ADOPTED Budget



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



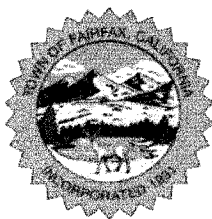
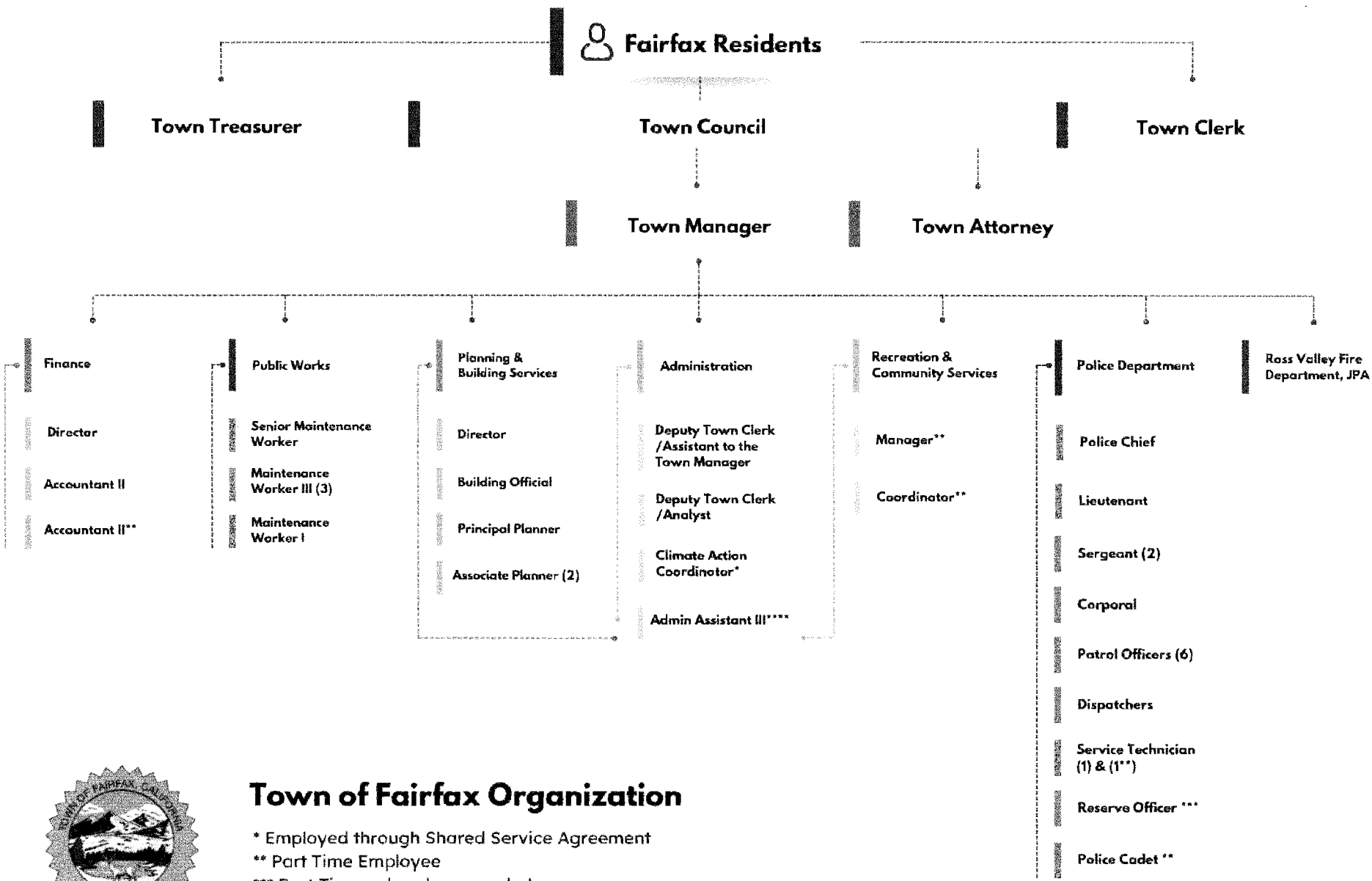
DEMOGRAPHICS

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

CENSUS

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

- * Employed through Shared Service Agreement
- ** Part Time Employee
- *** Part Time or hourly as needed
- **** Full Time Employee Serving across multiple departments

EXHIBIT A

REPRESENTED EMPLOYEES:	UNIT	MONTHLY		ANNUAL	
		LOW	HIGH	LOW	HIGH
TOWN MANAGER	CONTRACT	19,754	19,754	237,053	237,053
PUBLIC WORKS DIRECTOR	MGMT	14,335	16,594	172,019	199,130
PLANNING & BUILDING DIRECTOR	MGMT	13,561	15,698	162,727	188,374
DEP TOWN CLERK/ASST TO THE TOWN MGR	MGMT	11,036	12,776	132,436	153,312
FINANCE DIRECTOR	MGMT	11,036	12,776	132,436	153,312
CHIEF BUILDING OFFICIAL/PW MGR	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	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	MGMT	6,195	7,171	74,336	86,052
CLIMATE ACTION COORDINATOR	MGMT	8,057	9,327	96,688	111,929
RECREATION AND COMMUNITY SERVICE MGR	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	MGMT	7,432	8,603	89,188	103,235
ACCOUNTANT I	MGMT	6,420	7,432	77,041	89,188
COMMUNITY RESOURCES COORD	MGMT	5,759	6,666	69,105	79,997
DEP TOWN CLERK/ADMIN ANALYST	CONF	6,812	8,694	81,744	104,328
SENIOR MAINTENANCE WORKER	SEIU	5,615	7,167	67,381	86,002
MAINTENANCE WORKER III	SEIU	5,009	6,393	60,108	76,711
MAINTENANCE WORKER II	SEIU	4,727	6,033	56,727	72,400
MAINTENANCE WORKER I	SEIU	4,500	5,743	54,002	68,914
ADMINISTRATIVE ASSISTANT II	SEIU	4,737	6,046	56,845	72,556
ADMINISTRATIVE ASSISTANT	SEIU	4,634	5,914	55,613	70,971
POLICE CHIEF	CONTRACT	15,906	15,906	190,877	190,877
POLICE LIEUTENANT	POA	10,172	12,982	122,063	155,786
POLICE SERGEANT	POA	8,387	10,705	100,649	128,457
POLICE CORPORAL	POA	7,402	9,447	88,828	113,370
POLICE OFFICER	POA	7,050	8,998	84,598	107,973
POLICE SERVICES TECH/CSO	POA	5,590	7,135	67,085	85,620
DISPATCHER	POA	5,590	7,135	67,085	85,620

OTHER PART-TIME EMPLOYEES:

RET SPEC HELP SPECIAL PROJ
SUMMER CAMP COUNCILOR
POLICE CADET
FINANCE OFFICE ASSISTANT

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
 * MOU contract negotiations are in process at this time which will affect rates at July 1, 2024

**TOWN OF FAIRFAX
ALLOCATION OF POSITIONS
FOR FISCAL YEAR 2024/25**

A-4

			TOWN MGR	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	CLIMATE & ENV	PARK MAINT	VOLUNTEER	RECREATION	REC CLASSES	SUMMER CAMP	RENTALS	
			211	221	231	241	311	321	411	510	511	514	611	616	617	621	622	625	
FULL TIME EMPLOYEES:			FTE	UNIT															
TOWN MANAGER	note 1	1.00	CONTR	0.70		0.30													
ADMINISTRATIVE ASSISTANT II		1.00	SEIU	0.25			0.25	0.25							0.25				
DEP TOWN CLERK/ASST TO TOWN MGR		1.00	MGMT		1.00														
DEP TOWN CLK/ADMIN ANALYST		1.00	CONF		1.00														
FINANCE DIRECTOR		1.00	MGMT			0.10	0.90												
ACCOUNTANT II		1.00	MGMT			0.10	0.90												
PLANNING & BUILDING DIRECTOR		1.00	MGMT					1.00											
PUBLIC WORKS DIRECTOR		1.00	MGMT							0.90	0.10								
CHIEF BUILDING OFFICIAL		1.00	MGMT					1.00		-									
PRINCIPAL PLANNER		1.00	MGMT				1.00												
ASSOCIATE PLANNER		2.00	MGMT				2.00												
CLIMATE ACTION COORDINATOR		0.50	MGMT									0.50							
MAINTENANCE WORKER I		1.00	SEIU								0.25		0.50					0.25	
MAINTENANCE WORKER III		1.00	SEIU								1.00								
SENIOR MAINTENANCE WORKER		2.00	SEIU								1.00		1.00						
POLICE CHIEF	note 1	1.00	CONTR						1.00										
POLICE LIEUTENANT		1.00	POA						1.00										
POLICE SERGEANT		2.00	POA						2.00										
POLICE CORPORAL		-	POA						-										
POLICE OFFICER		7.00	POA						7.00										
POLICE SERVICES TECH/CSO		1.00	POA						1.00										
DISPATCHER		5.00	POA						5.00										
TOTAL FULL TIME (FTE)		33.50		0.95	2.00	0.50	1.80	4.25	1.25	17.00	0.90	2.35	0.50	1.50	-	0.25	-	-	0.25
PART TIME EMPLOYEES:																			
ACCOUNTANT II		0.20				0.20													
FINANCE OFFICE ASSISTANT		0.10				0.10													
DISPATCHER (5)		1.00							1.00										
RESERVE POLICE OFFICER (1)		0.25							0.25										
RECREATION & COMMUNITY SERVICES MGR		0.70													0.14	0.49	0.07		
EVENTS & VOLUNTEER COORDINATOR		0.50													0.50				
TOTAL PART TIME (FTE)		2.75		-	-	-	0.30	-	-	1.25	-	-	-	-	0.64	0.49	0.07	-	
TOTAL FTE		36.25		0.95	2.00	0.50	2.10	4.25	1.25	18.25	0.90	2.35	0.50	1.50	-	0.89	0.49	0.07	0.25

NOTE: Does not include paid elected positions: COUNCILMEMBERS (5) TREASURER (1)

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

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

note 1 - Employment Agreement

**TOWN OF FAIRFAX
DEBT SERVICE SCHEDULES**

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

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

	PRINCIPAL	RATE	INTEREST	PAYMENT
FY21	\$ 185,000	3.45%	\$ 109,925	\$ 294,925
FY22	237,000	3.45%	314,640	551,640
FY23	320,000	3.45%	305,101	625,101
FY24	375,000	3.45%	293,198	668,198
FY25	435,000	3.45%	279,312	714,312
FY26	472,000	3.45%	263,770	735,770
FY27	515,000	3.45%	246,848	761,848
FY28	557,000	3.45%	228,459	785,459
FY29	601,000	3.45%	208,587	809,587
FY30	649,000	3.45%	187,145	836,145
FY31	699,000	3.45%	164,013	863,013
FY32	751,000	3.45%	139,121	890,121
FY33	766,000	3.45%	113,091	879,091
FY34	781,000	3.45%	86,543	867,543
FY35	777,000	3.45%	59,806	836,806
FY36	752,000	3.45%	33,586	785,586
FY37	530,000	3.45%	9,143	539,143
TOTALS	<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
KAISER (HMO)		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%
PERS PLATINUM/CHOICE (PPO)								
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%
BLUE SHIELD ACCESS + (HMO)								
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%
PERS GOLD/SELECT (PPO)								
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%
PORAC (ASSOC)								
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%
PERS CARE (PPO)								
1	2		720.04	1,131.68				
2			1,440.08	2,263.36				
3+			1,872.10	2,942.37				
ANTHEM BLUE CROSS TRADL (HMO)								
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%
ANTHEM BLUE CROSS SELECT (HMO)								
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

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 FY24-25, the County estimates Fairfax will receive approximately \$70,873 in Measure A sales tax revenue in addition to the carryforward balance of \$223,931.

The Measure A Advisory Committee met in May 2024 to discuss the allocation of funds. Below is the Measure A Parks budget for FY24-25.

MEASURE A COMMITTEE RECOMMENDED ALLOCATION FOR FY 24-25

Project/Program	A		B		C		D	
	Current Allocation		Current Year Proposed		Proposed Allocation		Allocation w/Carryover	
	Carryover Available	Estimated Expenditures	Carryover Available	Proposed Allocation	w/Carryover			
	FY23-24		FY24-25					
Parkland/Open Space Acquisition (Wall)	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000			
Maint/Repair Ped Trail Improvements	50,000	(6,300)	43,700	6,300	\$ 50,000			
Women's Club Improvements (Garden Upgrade/ Replace Side Door)	50,000	-	50,000		\$ 50,000			
Wall Property Rehabilitation/Maintenance				50,000	\$ 50,000			
Platform/Lighting for Parkade Art	5,000		5,000	3,000	\$ 8,000			
Peri Park Creek Bank Restoration	45,231	(20,000)	25,231	4,769	\$ 30,000			
Privacy Screen Ball Field				6,804	\$ 6,804			
Unallocated				(70,873)				
Totals	\$ 250,231	\$ (26,300)	\$ 223,931	\$ (0)	\$ 294,804			

Estimated Expenditures reflects the estimated year end expenditures for a project. Specifically, the Pedestrian Trail Improvements was for trail maintenance and materials used to build the steps for Maple Trail, Peri Park Creek Bank Restorations was for the new split rail and signage near the creek.

Carry-Over Available represents the funding allocated to a project in a previous year(s), but not spent in FY23-24. The County requires the Town to reallocate carryover funds each year.

Current Year Proposed Allocation includes the continuation or increase in allocation of items also allocated in FY23-24, and the estimate of approximately \$70,873.04 in new money for FY24-25.

Proposed Recommended Allocation w/Carryover includes the new allocation for funding for FY24-25 plus any carryover funding from previous years. When necessary, the Committee recommends that funds unspent for projects in previous years continue to be carried over to the new fiscal year for those projects.

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.
- 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