



SPECIAL TOWN COUNCIL MEETING

STAFF REPORT

MEETING DATE	July 22, 2026
PREPARED FOR	Mayor and Town Council
PREPARED BY	Kristin Arnold, Director of Public Works
SUBJECT	Receive informational report on the results of the Town of Fairfax Facilities Condition Assessment (FCA).

RECOMMENDATION

Receive and file this informational report on the results of the Town of Fairfax Facilities Condition Assessment (FCA) conducted by Bureau Veritas. No action is required at this time.

Staff will return to Council with capital planning recommendations informed by the assessment findings.

BACKGROUND

On April 2, 2025, the Town Council authorized a contract with Bureau Veritas Technical Assessments LLC to conduct a comprehensive Facilities Condition Assessment of Town-owned facilities. The contract was approved in the not-to-exceed amount of \$36,311.75. Bureau Veritas brings over 30 years of experience in facility condition assessments and has completed similar assessments for numerous California municipalities including the cities of Mill Valley, Sausalito, Menlo Park, Palo Alto, and Napa, among others.

The purpose of the assessment was to evaluate the current physical condition of the Town's facilities, identify deferred maintenance and capital needs, calculate a Facility Condition Index (FCI) for each building, and establish a data-driven foundation for future capital planning. Bureau Veritas conducted on-site assessments of all Town facilities in September 2025, and final reports were delivered between October 2025 and January 2026.

SCOPE OF WORK

The assessment covered seven Town-owned facilities and included the following deliverables:

- Individual Facility Condition Assessment reports for each building, including a photographic record, building systems summary, deficiency findings, cost estimates, and a Facility Condition Index
- A limited ADA accessibility review for each facility
- An equipment inventory across all facilities
- A Preventative Maintenance Program with recommended PM schedules for all major building equipment
- Access to Bureau Veritas's Asset CALC™ cloud-based database platform for three years at no additional licensing cost, allowing the Town to query, analyze, and plan capital expenditures over time

The facilities assessed were:

- [Town Hall / Police Station \[PDF\]](#) – 142 & 144 Bolinas Road
- [Public Works \(PW\) Corporation Yard \[PDF\]](#) – Bolinas Road
- [Pavilion \[PDF\]](#) – Elsie Lane
- [Fire Station #21 \[PDF\]](#) – 10 Park Road
- [Community Center \[PDF\]](#) – 14 Park Road
- [Women's Club \[PDF\]](#) – 46 Park Road
- [Little League Facility Structures \[PDF\]](#) – 4 School Street

UNDERSTANDING THE FACILITY CONDITION INDEX (FCI)

The Facility Condition Index (FCI) is the primary metric used to assess the relative condition of a facility. It is calculated by dividing the estimated cost of current deferred maintenance and repair needs by the facility's current replacement value (CRV). A lower FCI indicates a better-maintained facility. The industry-standard ranges are as follows:

FCI Range	Condition	Description
0 – 5%	Good	New or well-maintained; little evidence of wear or deficiencies
5 – 10%	Fair	Serviceable and functioning; subjected to wear
10 – 30%	Poor	Hard or long-term wear; nearing end of useful life
30%+	Critical	Has reached end of useful life; renewal now necessary

The FCI is most useful as a comparative tool across a portfolio of facilities, helping prioritize where capital investment is most urgently needed. In addition to the current FCI, Bureau Veritas calculated projected 3-year, 5-year, and 10-year FCIs, which show how a facility's condition would deteriorate if no capital investment is made.

PORTFOLIO SUMMARY

The table below summarizes the condition findings and capital needs across all seven assessed facilities. The full individual reports are available online and linked in this report.

Facility	Year Built	Sq. Ft.	Current FCI	Immediate Needs	10-Year Needs	20-Year Needs	Total 20-Year Needs
Town Hall / Police Station	1930	3,634	4.5%	\$112,100	\$766,000	\$917,300	\$1,795,400

Facility	Year Built	Sq. Ft.	Current FCI	Immediate Needs	10-Year Needs	20-Year Needs	Total 20-Year Needs
PW Corporation Yard	1961	3,388	7.6%	\$80,200	\$438,800	\$632,400	\$1,151,400
Pavilion	1921	9,380	42.6%	\$2,351,400	2815,400	\$538,300	\$5,705,100
Fire Station #21	1972	6,104	4.3%	\$102,400	\$742,100	\$1,124,800	\$1,969,300
Community Center	1921	1,512	16.6%	\$139,400	\$195,900	\$241,900	\$577,200
Women's Club	1921	2,288	7.1%	\$77,200	\$187,400	\$509,100	\$773,700
Little League Facility Structures	1970s	1,464	0%	\$0	\$94,400	\$125,000	\$219,400
PORTFOLIO TOTALS				\$2,862,700	\$5,240,000	\$4,088,800	\$12,191,500

Note: Totals reflect estimated costs at time of assessment (2025) and are escalated at 3% annually in the detailed replacement reserves schedules.

FACILITY-BY-FACILITY FINDINGS

Town Hall / Police Station (142 & 144 Bolinas Road)

Year Built: 1930 (renovated 2009) | **Building Area:** 3,634 SF | **Current FCI:** 4.5% (Good)

The Town Hall and Police Station are in relatively good condition overall, largely due to a renovation completed in 2009 that updated interior finishes and systems. The building retains its primary municipal functions, housing both Town administrative offices and the Police Department.

Four immediate needs were identified totaling \$112,100, the most urgent of which is full replacement of the deteriorated spray foam roof over the modified bitumen membrane, where two active leaks were found (\$63,600). An aging rooftop packaged HVAC unit serving the Police Department section is freezing and leaking and requires replacement (\$18,600). A civil engineering study is recommended to evaluate the retaining wall and drainage conditions along the creek running beneath and behind the building, where steel and wood elements show signs of rot and soil settlement damage (\$20,500).

Without capital investment, the 10-year FCI rises to 35.1%, crossing into the critical threshold.

PW Corporation Yard (Bolas Road)**Year Built:** 1961 | **Building Area:** 3,388 SF | **Current FCI:** 7.6% (Fair)

The PW Corporation Yard is a utilitarian steel-frame structure that has not undergone major renovation since its 1961 construction. While currently serviceable, the facility shows its age throughout. Eleven immediate needs were identified totaling \$80,200, spanning an original electrical wiring system in need of upgrade, a deteriorating timber retaining wall north of the building, aging HVAC window/wall units, deteriorated interior carpeting, and asphalt parking lot repairs. The roof, a foam finish applied over original metal decking with evidence of active leakage, does not appear in the immediate needs list but is flagged for replacement in the near term at an estimated cost of \$77,100. The facility also lacks a fire alarm system. Accessibility deficiencies were noted and an ADA Level III study is included in the immediate needs.

Without investment, the 3-year FCI raises to 34.7%, indicating that building is quickly crossing into critical condition.

Pavilion (Elsie Lane)**Year Built:** 1921 | **Building Area:** 9,380 SF | **Current FCI:** 42.6% (Critical)

The Pavilion is the Town's most significant capital concern. Built in 1921 by the Fairfax Fire Warden's Club, it remains a vital community hub housing the Recreation and Community Services Department, the Artist in Residence studio, and the Fairfax Theatre Company, and is regularly leased for events. Its current FCI of 42.6% places it firmly in the "Renewal Necessary" category, meaning the cost of deferred maintenance already exceeds 42% of what it would cost to replace the building entirely.

Seventeen immediate needs were identified totaling \$2,351,400. The single largest item is the restoration of 27 historic wood windows at an estimated \$1,817,700, costly because of their historical character and the size and number of the units involved.

Other critical needs include roof replacement (\$224,800), exterior wood siding replacement (\$44,100), a full fire alarm system upgrade (\$47,700), HVAC unit heater replacement (\$37,300), and structural wood flooring repair (\$37,300). The fire alarm system is currently in failed condition. Mold growth was observed, and a building envelope study is recommended to identify sources of moisture intrusion. Cracks in the perimeter foundation require a structural engineering assessment. The second-floor bathroom is out of service due to failed plumbing fixtures.

Without investment, the 10-year FCI rises to 93.5%, effectively meaning the building would require near-complete replacement to restore to functional condition.

Fire Station #21 (10 Park Road)**Year Built:** 1972 (renovated 2006) | **Building Area:** 6,104 SF | **Current FCI:** 4.3% (Good)

Fire Station #21, the Town's primary fire response facility operated under the Ross Valley Fire Protection District, is in good overall condition. The station was renovated following flood damage in 2006 and is noted to have a new improvement project underway. Four immediate needs totaling \$102,400 were identified, primarily roof replacement as the modified bitumen roof is leaking (\$76,300) and replacement

of two aging electric furnaces and a condensing unit that have exceeded their expected service lives. The building is generally well-maintained and in fair condition across most systems.

Without capital investment, the 10-year FCI rises to 35.8%, crossing into critical territory, largely driven by mid- and long-term electrical and facade renewal needs.

Community Center (14 Park Road)
Year Built: 1921 (donated to Town 2016) | **Building Area:** 1,512 SF | **Current FCI:** 16.6% (Poor)

Originally built as a church in 1921 and donated to the Town in 2016, the Community Center serves as office space for the Finance and Parks and Recreation departments. The building’s current FCI of 16.6% places it in the Poor range. Five immediate needs totaling \$139,400 were identified, the most significant of which is replacement of the deteriorated timber retaining wall along the creek at the rear of the property (\$50,900), which requires evaluation by a qualified engineer. The roof is in poor condition with evidence of active leaks and requires full replacement (\$44,100). A deteriorated exterior wood balcony structure requires replacement (\$30,500), and a non-functional drinking fountain requires replacement (\$2,000). Most significantly, the building has no fire alarm system, and installation is strongly recommended.

A structural engineering study is also recommended given the building’s age and lack of available construction records. The 5-year FCI projects to 33.8%, crossing into critical range without investment.

Women's Club (46 Park Road)
Year Built: 1921 | **Building Area:** 2,288 SF | **Current FCI:** 7.1% (Fair)

The Women’s Club is a historic wood-frame community building that retains strong architectural integrity from its 1921 construction. It is in relatively better condition than several other Town facilities, with a fire alarm system, recently renovated ADA-compliant restrooms, a new water heater (2023), and HVAC equipment renovated in 2023. Three immediate needs were identified totaling \$77,200, focused on the building’s deteriorated exterior envelope: replacement of aged and weathered wood shake siding (\$28,900), restoration or partial replacement of the large wood windows that are showing wood decay at sills and joints (\$46,600), and replacement of deteriorated exterior wood stairs (\$1,600).

The roof has approximately five years of remaining service life and needs to be budgeted for replacement in the near term. No major structural or fire safety concerns were identified.

Little League Facility Structures (4 School Street)
Year Built: Unknown (renovated 2019) | **Building Area:** 1,464 SF | **Current FCI:** 0% (Good)

The Little League facility includes small storage sheds, a concession stand, and restroom buildings serving the Central Field baseball facility, which is leased to outside parties. The restrooms were renovated in 2019 and are in good condition. No immediate needs were identified, making this the only Town facility with a current FCI of 0%. Near-term needs include replacement of deteriorated wood siding

(\$8,500) and an exterior door (\$3,600), budgeted for 2027. The concession area could not be fully assessed during the site visit due to a locked room. No additional studies were recommended.

Preventive Maintenance Program

In addition to the individual facility assessments, Bureau Veritas delivered a Preventative Maintenance (PM) Program covering all major building equipment across the portfolio. The program identified 600 annual labor hours required to complete all recommended PM tasks, which translates to approximately 0.91 full-time equivalent (FTE) staff positions if all PM work were performed in-house. Equipment covered spans HVAC, electrical, fire protection, plumbing, conveying systems, life safety equipment, laundry, food service, and landscaping. The program developed schedules for how frequently maintenance should occur.

CONCLUSIONS

This report is provided for informational purposes to give the Council a comprehensive picture of the condition of Town-owned facilities. While several critical deficiencies identified during the assessment process have already been addressed, including installation of fire alarm systems at the Community Center and PW Corporation Yard, and partial repairs to the Pavilion fire alarm system, significant additional investment, around \$12 Million, will be required over the next 20 years to keep Town facilities safe, functional, and operable. Several themes emerge across the portfolio that are worth highlighting:

Aging Building Stock

Three of the seven assessed facilities date to 1921, and the portfolio as a whole carries the deferred maintenance burden typical of buildings that have not received systematic capital investment. The Pavilion alone accounts for nearly half of the current and projected capital needs, at approximately \$5.7 million, with the remaining facilities accounting for approximately \$6.5 million in identified needs over the next 20 years.

Roofing

Roof systems are in poor condition at multiple facilities. Active leaks were confirmed at the Town Hall, Pavilion, Community Center, PW Corporation Yard, and Fire Station #21. Roofing deficiencies, if left unaddressed, accelerate damage to building interiors and systems, compounding overall capital costs significantly over time.

Creek and Retaining Wall Concerns

The Town Hall and the Community Center both have retaining walls adjacent to the creek that show signs of structural distress and require professional evaluation. This represents a shared infrastructure concern that may benefit from a coordinated approach.

The Pavilion Requires Comprehensive Planning

The Pavilion's current FCI of 42.6% and its 20-year capital need estimate of \$5.7 million require the Town to make a deliberate strategic decision about the facility's future. The cost of comprehensive repair and

restoration, particularly window restoration at nearly \$1.8 million, approaches the level where the Town should evaluate whether full renovation, phased rehabilitation, or another programmatic approach best serves the community's long-term interests. A discussion of the long-term future of the Pavilion is needed, given the scale of investment required.

FISCAL IMPACT

The contract with Bureau Veritas was approved in the amount of \$36,311.75 and was funded in the adopted FY 2025–26 budget. There is no additional fiscal impact associated with receiving this informational report.

Future capital investment decisions arising from the assessment findings will be brought to the Council separately with corresponding budget recommendations.

ATTACHMENTS

None