



TOWN OF FAIRFAX

STAFF REPORT

May 19, 2023

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager and Michael Vivrette, Finance Director

SUBJECT: Conduct Workshop to Discuss Fiscal Year 2023-24 Proposed Operating and Capital Improvement Budget

RECOMMENDATION

Review and discuss the draft budget for Fiscal Year (FY) 2023/2024.

BACKGROUND

The purpose of the budget workshop on May 19, 2023 is to allow the Council to discuss the draft budget and direct any changes before the budget hearing scheduled for June 7, 2023; at that meeting, the Council is expected to review the budget briefly and allow the Town to continue operating, and adopt the FY 23/24 budget on July 12, 2023 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2023 (FY23/24).

DISCUSSION

The attached draft budget reflects the long-term strategic plan directed by the Council in March and the policy goals articulated by the Council. 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.

A Public Works Director was hired in August 2022, and he spent much of his time preparing for and responding to emergencies, completing several projects, and moving long-delayed projects forward, thus several planned larger projects were not completed. Because ambitions tend to be greater than staff capacity to implement programs, several other Fairfax departments spent less than anticipated as well, and revenues were higher than expected. For FY 22/23 we planned the budget to end the year with a 30% reserve, and in fact, the projected FY 22/23 reserve is now approximately 45%.

The proposed FY 23/24 budget shows that the projected reserve at the end of FY 23/24 to be just above 25%, consistent with the Council policy of 25% reserve. Additionally, revenues are projected to increase by approximately 3.6%. The Council and the community have voiced their desire to see projects completed and additional services provided. The FY 23/24 draft

budget reflects this, showing \$1 million in road repair work, and inflation escalation as appropriate for all categories. Drawdown of some reserves is needed to complete the proposed projects, and the FY 23/24 budget maintains a prudent 25.1% reserve, in alignment with Council policy. Of particular note, several significant infrastructure projects are planned, including road repairs, bridge rehabilitations, and beginning required interior work to the Fairfax Fire Station. ARPA funds are one-time monies in the amount of \$1.8 million; staff recommends that they be used for 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 also included in the FY 23/24 proposed budget, including the Housing Element, and associated re-zoning will be completed in FY 23/24, which are appropriate to use reserve funding to complete.

Modest growth in staff and consultants is funded and very much needed to deliver the projects requested of the Town. One new Dispatcher is needed in the police department, a current part-time Planner position will be made full-time and one additional full-time Planner will be added as a Housing Specialist, as referred to in the draft Housing Element.

FISCAL IMPACT

The budget sets the resources available for Council priorities.

ATTACHMENT

Draft budget

TOWN OF FAIRFAX

2023 - 2024 Operating and Capital Improvement DRAFT Budget



MAYOR

Chance Cutrano

VICE MAYOR

Barbara Coler

COUNCIL MEMBERS

Bruce Ackerman

Lisel Blash

Stephanie Hellman

**DRAFT BUDGET
FY 2023-2024
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Town of Fairfax 2023-24 Operating Budget		ALL FUNDS FY23 PROJECTED						ALL FUNDS FY24 DRAFT BUDGET					
FUND SUMMARY		Balance 30-Jun-22	FY 2022-23 Revenues	FY 2022-23 Approp	FY 2022-23 Transfers	Projected 30-Jun-23	FY 22/23 ACTIVITY	Balance 30-Jun-23	FY 2023-24 Revenues	FY 2023-24 Approp	FY 2023-24 Transfers	DRAFT 30-Jun-24	FY 23/24 ACTIVITY
5/12/23 1:10 PM		FY22 AUDIT											
GENERAL FUNDS													
01	General Fund	4,745,754	9,030,626	(12,497,659)	2,641,681	3,920,402	(825,352)	3,920,402	8,827,840	(13,422,401)	2,421,097	1,746,937	(2,173,464)
02	Dry Period Fund	1,000,000	-	-	-	1,000,000	-	1,000,000	-	-	-	1,000,000	-
03	Equipment Replacement Fund	327,899	13,500	(196,397)	100,000	245,002	(82,897)	245,002	-	(150,000)	100,000	195,002	(50,000)
04	Building & Planning Fund	249,551	685,938	-	(800,000)	135,489	(114,062)	135,489	625,500	-	(600,000)	160,989	25,500
05	Building Improvement Fund	150,561	-	(36,275)	125,000	239,286	88,726	239,286	-	(225,000)	125,000	139,286	(100,000)
06	Retirement Fund	186,266	1,987,366	-	(2,000,000)	173,632	(12,634)	173,632	2,081,400	(0)	(2,000,000)	255,032	81,400
08	Office Equip Replacement Fund	41,239	-	(33,098)	30,000	38,142	(3,098)	38,142	-	(38,500)	40,000	39,642	1,500
Total General Funds		6,701,269	11,717,430	(12,763,428)	96,681	5,751,952	(949,317)	5,751,952	11,534,740	(13,835,901)	86,097	3,536,888	(2,215,064)
						45.1%				4.68%		25.6%	
SPECIAL REVENUE FUNDS													
07	Special Police Fund	30,625	187,567	-	(200,000)	18,192	(12,433)	18,192	170,000	-	(180,000)	8,192	(10,000)
12	Fairfax Festival Fund	(34,040)	41,000	(31,700)	-	(24,740)	9,300	(24,740)	41,000	(31,700)	-	(15,440)	9,300
20	Measure F - Municipal Svs Tax Fund	7,266	750,041	-	(730,000)	27,307	20,041	27,307	767,760	-	(790,000)	5,067	(22,240)
21	Gas Tax Fund	12,917	396,191	-	(405,000)	4,108	(8,809)	4,108	410,351	-	(405,000)	9,459	5,351
22	Measure A/AA - Transportation	304,348	195,119	-	(147,777)	351,690	47,342	351,690	200,000	-	(331,360)	220,330	(131,360)
23	Measure A - Parks	66,686	32,745	-	20,484	119,915	53,229	119,915	70,873	-	(40,000)	150,788	30,873
25	Federal Stimulus Funds	866,338	899,711	-	-	1,766,049	899,711	1,766,049	-	-	(150,000)	1,616,049	(150,000)
Total Special Revenue Funds		387,802	1,602,663	(31,700)	(1,462,293)	496,472	108,670	2,262,521	1,659,984	(31,700)	(1,896,360)	1,994,445	(268,076)
DEBT SERVICE FUNDS													
43-45	Measure K - Debt Service	596,867	538,453	(580,969)	-	554,351	(42,516)	554,351	513,270	(599,803)	-	467,818	(86,533)
48	Lease Agreement	4,410	625,101	(625,101)	-	4,410	(0)	4,410	668,198	(668,198)	-	4,410	0
Total Debt Service Funds		601,277	1,163,554	(1,206,070)	-	558,760	(42,517)	558,760	1,181,468	(1,268,001)	-	472,228	(86,533)
CAPITAL PROJECTS													
51	Capital Projects - Grants	916,665	401,345	(1,286,481)	292,293	323,822	(592,843)	323,822	1,589,978	(2,423,041)	533,063	23,822	(300,000)
52	Capital Projects - Storm Recovery	(905,041)	361,871	(102,558)	650,000	4,272	909,313	4,272	-	-	-	4,272	-
53	Capital Projects - Town	(227,461)	-	(5,349)	420,000	187,190	414,651	187,190	-	(1,370,000)	1,270,000	87,190	(100,000)
Total Capital Projects Funds		(215,837)	763,216	(1,394,388)	1,362,293	515,284	731,121	515,284	1,589,978	(3,793,041)	1,803,063	115,284	(400,000)
										0.6558			
FIDUCIARY FUNDS													
73	Open Space	54,773	8,729	(3,319)	3,319	63,502	8,729	63,502	2,000	(4,000)	4,000	65,502	2,000
Total Fiduciary Funds		54,773	8,729	(3,319)	3,319	63,502	8,729	63,502	2,000	(4,000)	4,000	65,502	2,000
TOTALS		8,395,622	16,155,303	(15,398,905)	-	9,152,021	756,399	9,152,020	15,968,170	(18,932,643)	(3,200)	6,184,348	(2,507,673)
								incr	-1.2%	22.9%			



Town of Fairfax
2023-24 Operating Budget

GENERAL FUND

REVENUE BUDGET COMPARISON		FY 2022-23	FY 2023-24	BUDGET DIFFERENCE	
		Adopted	ADOPTED	▲\$	▲%
01-010-101	Property Taxes - Secured	3,383,838	3,510,000	126,162	3.7%
01-010-102	Property Taxes - Unsecured	6,400	10,000	3,600	56.3%
01-010-103	Property Taxes - Prior	2,000	5,000	3,000	150.0%
01-010-104	Real Estate Transfer Tax	67,000	70,000	3,000	4.5%
01-010-110	Supplemental Property Taxes	115,900	100,000	(15,900)	-13.7%
01-010-112	ERAF Excess Distribution	650,000	625,000	(25,000)	-3.8%
01-010-113	Storm Run-Off Fee	53,200	53,200	-	0.0%
01-010-xxx	MWPA Wildfire Tax	104,000	120,000	16,000	15.4%
01-010-117	Property Tax In-Lieu of VLF	900,000	900,000	-	0.0%
Total Property Taxes		5,282,338	5,393,200	110,862	2.1%
01-010-106	Sales Tax ("Bradley Burns")	739,200	800,000	60,800	8.2%
01-010-111	1/2 cent Sales Tax - Prop. 172	116,820	124,400	7,580	6.5%
01-010-118	3/4 cent Sales Tax - Measure C	950,400	1,028,000	77,600	8.2%
01-010-118	1/2 cent Sales Tax - Measure D	-	-	-	-
Total Sales Taxes		1,806,420	1,952,400	145,980	8.1%
01-010-108	Utility Users Tax - Telecom	63,000	60,000	(3,000)	-4.8%
01-010-109	Utility Users Tax - Energy	300,000	300,000	-	0.0%
01-010-114	Hotel Users Tax	17,000	18,000	1,000	5.9%
Total User Taxes		380,000	378,000	(2,000)	-0.5%
01-020-201	Garbage	280,000	260,000	(20,000)	-7.1%
01-020-202	Gas & Electric	80,000	80,000	-	0.0%
01-020-203	Cable	120,000	128,477	8,477	7.1%
Total Franchise Fees		480,000	468,477	(11,523)	-2.4%
01 - GENERAL FUND TAXES & FEES		7,948,758	8,192,077	243,319	3.1%



Town of Fairfax

2023-24 Operating Budget

GENERAL FUND

REVENUE BUDGET COMPARISON	FY 2022-23 ADOPTED	FY 2023-24 ADOPTED	BUDGET DIFFERENCE	
			▲\$	▲%
01-030-301 Business Licenses	120,000	100,000	(20,000)	-16.7%
01-040-401 Vehicle Code Fines	30,000	20,000	(10,000)	-33.3%
01-040-402 Parking & Other Fines	100,000	60,000	(40,000)	-40.0%
Total Fines & Licenses	250,000	180,000	(70,000)	-28.0%
01-050-501 Rents - Women's Club and Other	10,000	10,000	-	0.0%
01-050-504 Rents - Pavilion weddings etc	2,000	2,000	-	0.0%
01-050-506 Rents - Pavilion - Other	2,000	2,000	-	0.0%
01-050-507 Janitor.Maint fees	300	200	(100)	-33.3%
Total Rental & Maintenance Fees	14,300	14,200	(100)	-0.7%
01-050-500 Interest Earnings - Bank	1,300	1,300	-	0.0%
01-050-502 Interest Earnings - LAIF	18,000	120,000	102,000	566.7%
Total Investment Earnings	19,300	121,300	102,000	528.5%
01-060-602 Motor Vehicle License Fees	0		-	
01-060-607 Homeowner's Property Tax Rebates (HOPTR)	13,000	13,000	-	0.0%
01-060-614 State Aid	0	0	-	
01-060-615 Police Training Reimbursement (POST)	9,000	9,000	-	0.0%
01-060-xxx SB 2 Planning Grant	0	0	-	
01-060-699 Other & Miscellaneous Revenues & WC	15,000	15,000	-	0.0%
01-070-702 Environmental Grants	40,000	40,000	-	0.0%
Total Revenues From Other Agencies	77,000	77,000	-	0.0%
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	6,820	-	0.0%
01-080-804 Police Dispatch Services	114,000	127,000	13,000	11.4%
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	15,420	-	0.0%
01-090-904 Recreation Classes & Partnerships	21,788	40,000	18,212	83.6%
Total Charges For Current Services	200,528	231,740	31,212	15.6%
01 - GENERAL FUND TAXES & FEES	7,948,758	8,192,077	243,319	3.1%
01 - GENERAL FUND TOTAL	8,509,886	8,816,317	306,431	3.6%



Town of Fairfax

2023-24 Operating Budget

GENERAL FUND

APPROPRIATIONS BUDGET COMPARISON	FY 2022-23	FY 2023-24	BUDGET DIFFERENCE	
	ADOPTED	ADOPTED	▲\$	▲%
111 Town Council	29,019	29,013	(6)	0.0%
112 Town Treasurer	4,462	4,475	14	0.3%
116 Independent Auditor	69,300	66,338	(2,962)	-4.3%
121 Town Attorney	368,000	386,400	18,400	5.0%
Total Town Council	470,781	486,226	15,445	3.3%
211 Town Manager	262,321	274,142	11,820	4.5%
221 Town Clerk	306,918	366,947	60,029	19.6%
222 Elections	20,000	-	(20,000)	
231 Personnel	204,957	198,907	(6,050)	-3.0%
241 Finance	398,128	404,764	6,636	1.7%
Total General Administration	1,192,325	1,244,760	52,435	4.4%
311 Planning	872,455	1,045,727	173,272	19.9%
321 Building Inspection & Permits	254,472	262,335	7,863	3.1%
Total Development Services	1,126,927	1,308,061	181,135	16.1%
411 Police	3,776,572	4,276,678	500,106	13.2%
418 Disaster Preparedness	24,000	14,078	(9,922)	-41.3%
421 Ross Valley Fire Service	2,799,690	2,954,275	154,585	5.5%
Total Public Safety	6,600,262	7,245,031	644,769	9.8%
510 Public Works Administration	500,719	368,451	(132,268)	-26.4%
511 Street Maintenance	442,657	521,957	79,300	17.9%
512 Street Lighting & Traffic Signals	94,000	125,000	31,000	33.0%
514 Climate & Environment	148,517	262,106	113,589	
Total Public Works	1,037,376	1,015,408	(21,968)	-2.1%
616 Community Services	42,120	44,056	1,936	4.6%
617 Recreation	75,955	94,330	18,375	24.2%
621 Fairfax Recreation	139,106	122,227	(16,879)	-12.1%
622 Summer Camps	11,264	13,642	2,378	21.1%
Total Recreation & Community Services	268,445	274,255	5,810	2.2%
611 Park Maintenance	261,879	281,055	19,176	7.3%
625 Rental Facilities-WC & Ballfield	82,117	71,664	(10,453)	-12.7%
911 Building Maintenance	-	-		
Total Parks & Facility Maintenance	343,997	352,720	8,723	2.5%
715 Non Departmental	1,365,987	1,260,695	(105,292)	-7.7%
TOTAL GENERAL FUND APPROPRIATIONS	12,554,616	13,449,262	894,645	7.1%



Town of Fairfax

2023-24 Operating Budget

GENERAL FUND - FUNCTIONAL REVENUES

PROGRAM REVENUES

STATEMENT OF ACTIVITIES	FY 2022-23	FUND 1,3,5	FUND 4	FUND 6	FUND 7	FUND 12	FUND 20	FUND 21	NET
	PROPOSED	FINES/FEES	BLDG & PLAN	RETIREMENT	COPS	FFX FEST	MEAS F	GAS TAX	EXPENSE

GOVERNMENT ACTIVITIES:

100 TOWN COUNCIL	486,226			2,481					(483,745)
200 GENERAL ADMINISTRATION	1,283,260			88,692					(1,194,568)
300 DEVELOPMENT SERVICES	1,308,061		625,500	132,461					(550,100)
411 POLICE	4,276,678	347,220		834,689	180,000	-	395,000		(2,519,769)
421 FIRE & DISASTER PREP	2,993,353			592,557			292,300		(2,108,496)
500 PUBLIC WORKS	1,365,408			79,793				145,000	(1,140,615)
514 CLIMATE & ENVIRONMENT	262,106	40,000		8,325					(213,781)
600 RECREATION & COMMUNITY SERVICES	274,255			25,718			39,500		(209,037)
600 PARKS & FACILITY MAINTENANCE	352,720	79,420		27,465					(245,835)
700 NON DEPARTMENTAL	1,260,695			289,218					(971,477)
SUBTOTAL APPROPRIATIONS	13,862,762	466,640	625,500	2,081,400	180,000	-	726,800	145,000	(9,637,422)

GENERAL REVENUES

PROPERTY TAXES	5,393,200
SALES TAXES	1,828,000
USER FEES (UUT/TOT)	378,000
FRANCHISE FEES	468,477
FINES & LICENSES	100,000
RENTS & INTEREST	135,500
REVENUES FROM OTHER AGENCIES	28,000
CHARGES FOR CURRENT SERVICES	18,500
TOTAL GENERAL REVENUES	8,349,677

NET TRANSFERS

CIP FUNDS & OPEN SPACE	965,703
CHANGE TO NET POSITION	(2,253,448)
NET POSITION - BEGINNING	5,727,952
NET POSITION - ENDING	<u>3,474,505</u>

Town of Fairfax

2023-24 Operating Budget

INTERFUND TRANSFERS

SUMMARY ALL FUNDS

FY 2020-21
Actual

FY 2021-22
Actual

FY 2022-23
ADOPTED

FY 2022-23
Projected

FY 2023-24
DRAFT

TRANSFERS TO:

01 General Fund	3,375,000	3,280,000	3,300,000	3,765,000	3,651,800
03 Equipment Replacement	-	100,000	100,000	100,000	100,000
05 Communications Fund	10,000	90,000	125,000	125,000	125,000
08 Office Equipment Replacement	-	80,000	30,000	30,000	40,000
12 Fairfax Festival	-	-	-	-	-
51 CIP - Grants	256,916	233,751	499,213	349,311	383,063
52 CIP - Storm	-	-	170,000	650,000	-
53 CIP - Town	160,000	520,000	420,000	420,000	1,273,200
73 Open Space	2,425	1,850	4,000	3,319	4,000
	3,804,341	4,305,601	4,648,213	5,499,648	5,577,063

TRANSFERS FROM:

01 General Fund	15,962	586,850	644,000	1,123,319	1,230,703
04 Building & Planning	580,000	500,000	600,000	800,000	600,000
06 Retirement Fund	1,765,000	1,800,000	1,700,000	2,000,000	2,000,000
07 Special Police Services	110,000	190,000	200,000	200,000	180,000
12 Fairfax Festival	-	5,000	5,000	-	-
20 Measure F - Municipal Services Tax	785,000	725,000	730,000	730,000	790,000
21 Gas Tax	324,000	488,347	435,000	405,000	405,000
22 Measure A/AA - Transportation	211,360	-	294,240	147,777	331,360
23 Measure A - Parks	13,019	10,404	39,973	36,534	40,000
51 CIP - Grants				57,018	
	3,804,341	4,305,601	4,648,213	5,499,648	5,577,063

NOTES:

See Fund sheets for detail of transfers

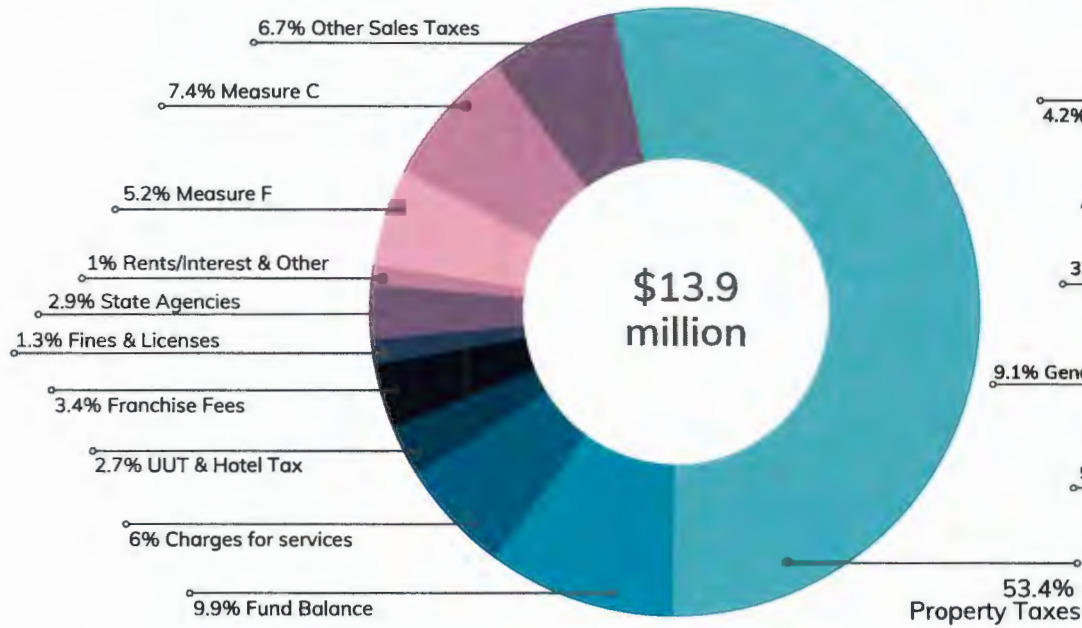


Town of Fairfax
2022-23 Operating Budget

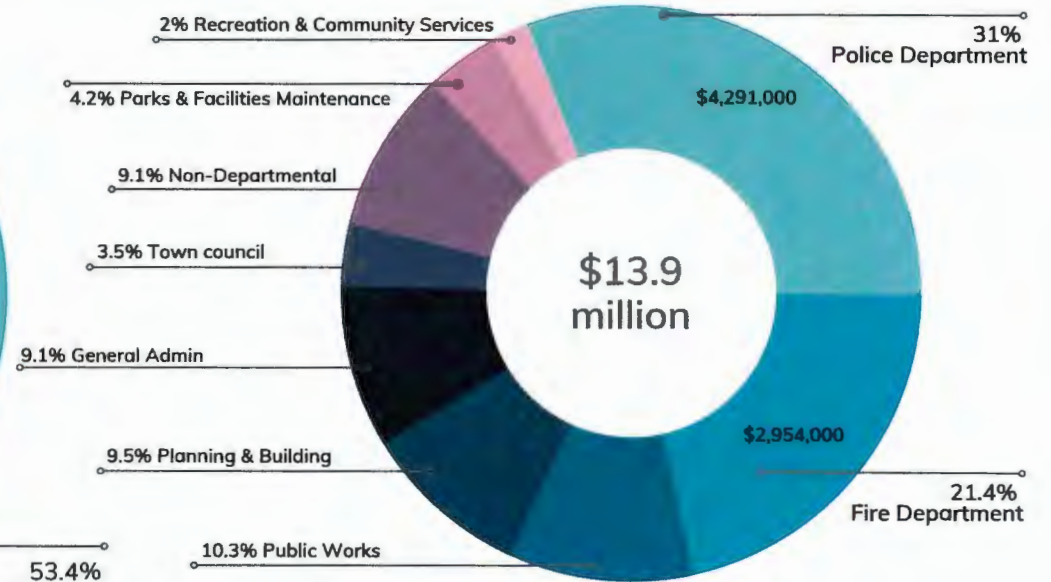
APPROPRIATIONS - ALL FUNDS

FUND SUMMARY	General Government	Development Services	Public Safety	Public Works & Streets	Parks/Rec & Facility	Non Departmental	FY 2022-23 ADOPTED
5/12/23 1:10 PM							
GENERAL FUNDS							
01 General Fund	1,730,986	1,308,061	7,230,430	1,277,514	626,974	1,248,435	13,422,401
02 Dry Period Fund	-	-	-	-	-	-	-
03 Equipment Replacement Fund	-	-	150,000	-	-	-	150,000
04 Building & Planning Fund	-	-	-	-	-	-	-
05 Communication Equip Replace Fund	-	-	-	-	-	225,000	225,000
06 Retirement Fund	-	-	-	-	-	-	-
08 Office Equip Replacement Fund	38,500	-	-	-	-	-	38,500
Total General Funds	1,769,486	1,308,061	7,380,430	1,277,514	626,974	1,473,435	13,835,901
SPECIAL REVENUE FUNDS							
07 Special Police Fund	-	-	-	-	-	-	-
12 Fairfax Festival Fund	-	-	-	-	31,700	-	31,700
20 Measure F - Municipal Svs Tax Fund	-	-	-	-	-	-	-
21 Gas Tax Fund	-	-	-	-	-	-	-
22 Measure A - Transportation	-	-	-	-	-	-	-
23 Measure A - Parks	-	-	-	-	-	-	-
Total Special Revenue Funds	-	-	-	-	31,700	-	31,700
DEBT SERVICE FUNDS							
43-45 Measure K - Debt Service	-	-	-	599,803	-	-	599,803
48 Lease Agreement	-	-	-	-	-	668,198	668,198
Total Debt Service Funds	-	-	-	599,803	-	-	599,803
CAPITAL PROJECTS							
51 Capital Projects - Grants	-	-	-	2,423,041	-	-	2,423,041
52 Disaster Fund	-	-	-	170,000	-	-	170,000
53 Capital Projects - Town	-	-	-	1,370,000	-	-	1,370,000
Total Capital Projects Funds	-	-	-	3,963,041	-	-	3,963,041
FIDUCIARY FUNDS							
73 Open Space	-	-	-	-	4,000	-	4,000
Total Fiduciary Funds	-	-	-	-	4,000	-	4,000
TOTAL APPROPRIATIONS - ALL FUNDS	1,769,486	1,308,061	7,380,430	5,840,358	662,674	2,141,633	19,102,643
Percent of Total Appropriations (with CIP)	9.3%	6.8%	38.6%	30.6%	3.5%	11.2%	100.0%
Percent of Total Appropriations (NO CIP)	11.7%	8.6%	48.7%	38.6%	4.4%	14.1%	79.3%

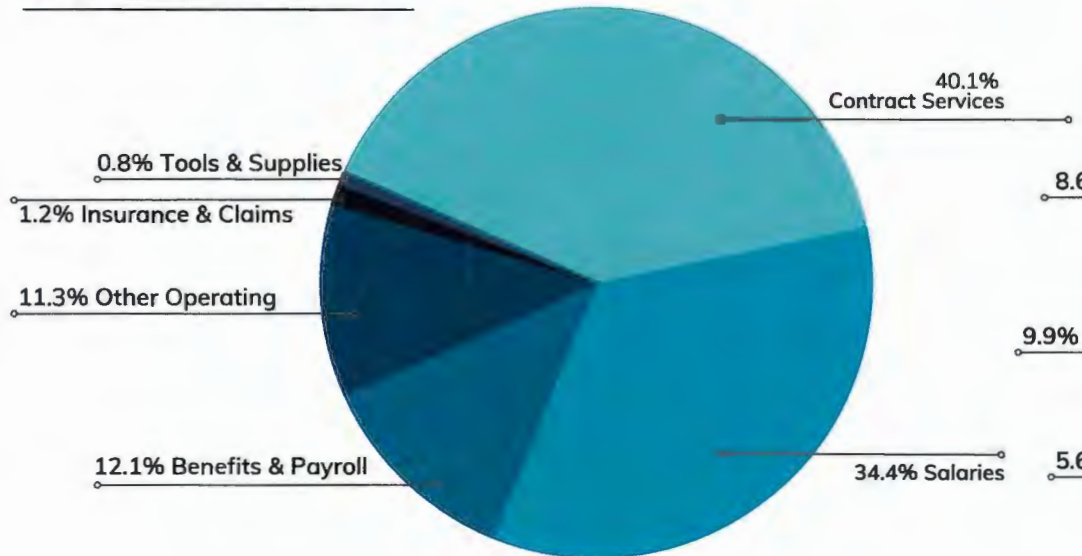
REVENUES



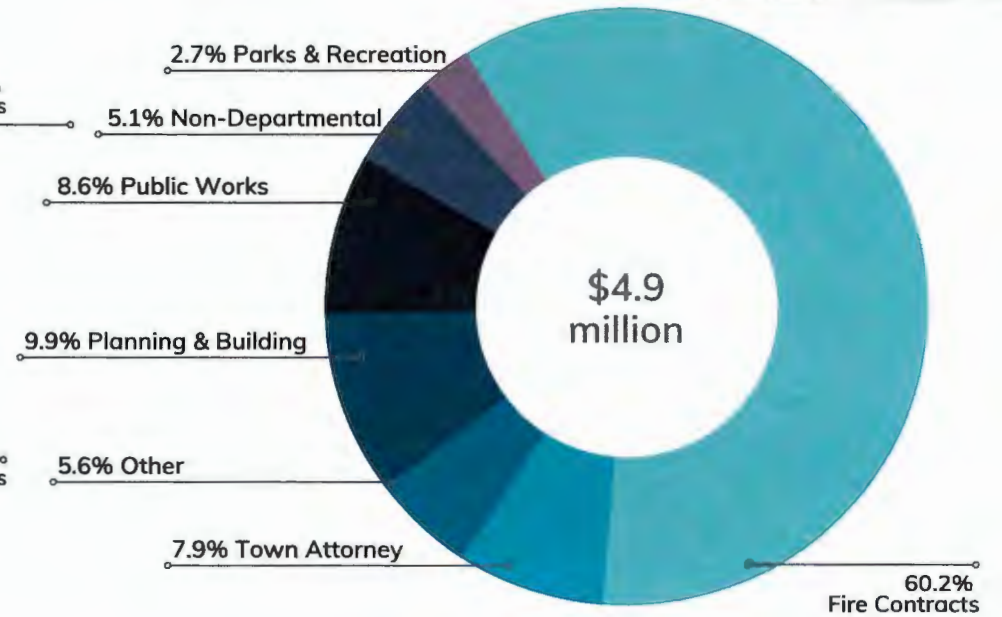
DEPARTMENT BREAKDOWN



EXPENDITURES



CONTRACTS





Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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BEGINNING FUND BAL

3,117,021	4,519,401		4,946,884	4,097,532
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REVENUES

PROPERTY TAXES	4,948,053	5,235,268	5,282,338	5,489,068	5,393,200
SALES TAXES	1,707,401	2,037,809	1,806,420	2,079,500	1,952,400
USER FEES (UUT/TOT)	347,115	430,200	380,000	374,777	378,000
FRANCHISE FEES	490,948	457,184	480,000	487,278	468,477
FINES & LICENSES	234,236	171,219	250,000	145,922	180,000
RENTS & INTEREST	8,627	44,918	33,600	133,987	135,500
REVENUES FROM OTHER AGENCIES	39,661	58,191	77,000	77,000	77,000
CHARGES FOR CURRENT SERVICES	196,031	141,332	200,528	219,094	231,740
SUBTOTAL REVENUES	7,972,072	8,576,122	8,509,886	9,006,626	8,816,317

APPROPRIATIONS

100 TOWN COUNCIL	247,245	548,840	470,781	463,793	486,226
200 GENERAL ADMINISTRATION	954,798	897,168	1,192,325	1,190,145	1,244,760
300 DEVELOPMENT SERVICES	697,055	961,546	1,126,927	1,337,472	1,308,061
400 PUBLIC SAFETY	5,996,677	6,038,136	6,600,262	6,594,430	7,245,031
500 PUBLIC WORKS	707,876	941,132	1,185,893	1,237,256	1,277,514
600 RECREATION & COMMUNITY SERVICES	283,888	329,785	268,445	251,678	274,255
600 PARKS & FACILITY MAINTENANCE	312,795	344,776	343,997	354,906	352,720
700 NON DEPARTMENTAL	728,394	780,406	1,365,987	1,067,980	1,260,695
SUBTOTAL APPROPRIATIONS	9,928,729	10,841,789	12,554,616	12,497,659	13,449,262

TRANSFERS

TRANSFERS TO 01-GENERAL FUND	3,375,000	3,280,000	3,300,000	3,765,000	3,651,800
TRANSFERS FROM 01-GENERAL FUND	(15,962)	(586,850)	(644,000)	(1,123,319)	(1,230,703)
SUBTOTAL TRANSFER	3,359,038	2,693,150	2,656,000	2,641,681	2,421,097

NET DEPARTMENT ACTIVITY

1,402,380	427,483	(1,388,730)	(849,352)	(2,211,848)
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ENDING FUND BAL

4,519,401	4,946,884		4,097,532	1,885,684
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COMPONENTS OF FUND BALANCE:

Undesignated	4,519,401	4,946,884		4,097,532	1,885,684
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NOTES:



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
01-010-101	Property Taxes - Secured	3,025,089	3,121,562	3,383,838	3,412,382	3,510,000
01-010-102	Property Taxes - Unsecured	6,410	50,177	6,400	115,500	10,000
01-010-103	Property Taxes - Prior	1,438	10,232	2,000	5,423	5,000
01-010-104	Real Estate Transfer Tax	81,432	95,099	67,000	86,704	70,000
01-010-110	Supplemental Property Taxes	142,054	107,569	115,900	102,171	100,000
01-010-112	ERAF Excess Distribution	581,932	690,674	650,000	632,305	625,000
01-010-113	Storm Run-Off Fee	53,439	53,612	53,200	53,200	53,200
01-010-119	MWPA Wildfire Tax	186,120	196,013	104,000	120,154	120,000
01-010-117	Property Tax In-Lieu of VLF	870,140	910,329	900,000	961,229	900,000
	Total Property Taxes	4,948,053	5,235,268	5,282,338	5,489,068	5,393,200
01-010-106	Sales Tax ("Bradley Burns")	741,732	863,204	739,200	879,000	800,000
01-010-111	1/2 cent Sales Tax - Prop. 172	61,512	84,043	116,820	122,500	124,400
01-010-118	3/4 cent Sales Tax - Measure C	904,156	1,090,561	950,400	1,078,000	1,028,000
	Total Sales Taxes	1,707,401	2,037,809	1,806,420	2,079,500	1,952,400
01-010-108	Utility Users Tax - Telecom	57,363	57,363	63,000	61,599	60,000
01-010-109	Utility Users Tax - Energy	283,594	355,008	300,000	296,230	300,000
01-010-114	Hotel Users Tax	6,158	17,830	17,000	16,948	18,000
	Total User Taxes	347,115	430,200	380,000	374,777	378,000
01-020-201	Garbage	260,244	251,337	280,000	277,626	260,000
01-020-202	Gas & Electric	116,782	79,652	80,000	79,652	80,000
01-020-203	Cable	113,922	126,196	120,000	130,000	128,477
	Total Franchise Fees	490,948	457,184	480,000	487,278	468,477
01 - GENERAL FUND TAXES & FEES		7,493,517	8,160,461	7,948,758	8,430,623	8,192,077

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 \$96,000 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

2023-24 Operating Budget

GENERAL FUND

REVENUE DETAIL		FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
01-030-301	Business Licenses	133,184	102,108	120,000	97,044	100,000
01-040-401	Vehicle Code Fines	14,522	21,739	30,000	16,045	20,000
01-040-402	Parking & Other Fines	86,531	47,372	100,000	32,833	60,000
Total Fines & Licenses		234,236	171,219	250,000	145,922	180,000
01-050-501	Rents - Women's Club and Other	1,200	10,597	10,000	10,000	10,000
01-050-504	Rents - Pavilion weddings etc	0	0	2,000	2,000	2,000
01-050-506	Rents - Pavilion - Other	3,800	6,155	2,000	2,865	2,000
01-050-507	Janitor.Maint fees	0	200	300	113	200
Total Rental & Maintenance Fees		5,000	16,952	14,300	14,978	14,200
01-050-500	Interest Earnings - Bank	204	0	1,300	1,300	1,300
01-050-502	Interest Earnings - LAIF	3,423	27,966	18,000	117,709	120,000
Total Investment Earnings		3,627	27,966	19,300	119,009	121,300
01-060-607	Homeowner's Property Tax Rebates (HOPTR)	12,829	12,664	13,000	13,000	13,000
01-060-614	State Aid	32	160	-	0	-
01-060-615	Police Training Reimbursement (POST)	2,482	4,262	9,000	9,000	9,000
01-060-xxx	State Planning Grants	-	-	-	0	-
01-060-699	Other & Miscellaneous Revenues & WC	7,173	8,242	15,000	15,000	15,000
01-070-702	Environmental Grants (e.g., ZWM, CalRecycle)	17,145	32,863	40,000	40,000	40,000
Total Revenues From Other Agencies		39,661	58,191	77,000	77,000	77,000
01-080-802	Sale Of Maps & Publications/Copies	1,475	2,053	1,500	1,500	1,500
01-080-803	Special Police Services (includes booking fees)	46,381	61,883	6,820	6,820	6,820
01-080-804	Police Dispatch Services	98,000		114,000	114,000	127,000
01-080-814	Miscellaneous - General	12,589	7,110	17,000	17,000	17,000
01-080-903	General Recreation	0	0	4,000	4,000	4,000
01-090-508	Recreation Rentals	0	165	6,000	6,000	6,000
01-090-790	Recreation Fundraising	1,310	3,586	14,000	14,000	14,000
01-090-822	Recreation Summer Camp Fees	(3,544)	(602)	15,420	15,420	15,420
01-090-904	Recreation Classes & Partnerships	39,820	67,137	21,788	40,354	40,000
Total Charges For Current Services		196,031	141,332	200,528	219,094	231,740
01 - GENERAL FUND TAXES & FEES		7,493,517	8,160,461	7,948,758	8,430,623	8,192,077
01 - GENERAL FUND TOTAL		7,972,072	8,576,122	8,509,886	9,006,626	8,816,317

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

2023-24 Operating Budget

GENERAL FUND

APPROPRIATIONS SUMMARY		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
111	Town Council	21,958	28,249	29,019	31,006	29,013
112	Town Treasurer	3,969	3,718	4,462	4,069	4,475
116	Independent Auditor	43,220	59,103	69,300	69,300	66,338
121	Town Attorney	178,098	457,771	368,000	359,418	386,400
Total Town Council		247,245	548,840	470,781	463,793	486,226
211	Town Manager	213,542	222,550	262,321	265,969	274,142
221	Town Clerk	266,875	203,198	306,918	321,192	366,947
222	Elections	6,910	-	20,000	7,800	-
231	Personnel	105,410	125,094	204,957	202,776	198,907
241	Finance	362,061	346,326	398,128	392,408	404,764
Total General Administration		954,798	897,168	1,192,325	1,190,145	1,244,760
311	Planning	471,385	723,277	872,455	1,090,857	1,045,727
321	Building Inspection & Permits	225,670	238,269	254,472	246,615	262,335
Total Development Services		697,055	961,546	1,126,927	1,337,472	1,308,061
411	Police	3,371,137	3,295,817	3,776,572	3,748,183	4,276,678
418	Disaster Preparedness	140,225	7,604	24,000	8,627	14,078
421	Ross Valley Fire Service	2,485,316	2,734,716	2,799,690	2,837,620	2,954,275
Total Public Safety		5,996,677	6,038,136	6,600,262	6,594,430	7,245,031
510	Public Works Administration	260,300	396,832	500,719	492,679	368,451
511	Street Maintenance	362,303	424,801	442,657	461,858	521,957
512	Street Lighting & Traffic Signals	85,273	119,499	94,000	130,798	125,000
514	Climate & Environment	-	-	148,517	151,920	262,106
Total Public Works		707,876	941,132	1,185,893	1,237,256	1,277,514
616	Community Services	37,329	57,497	42,120	43,072	44,056
617	Recreation	66,784	63,043	75,955	67,855	94,330
621	Fairfax Recreation	178,162	200,705	139,106	129,574	122,227
622	Summer Camps	1,613	8,541	11,264	11,177	13,642
Total Recreation & Community Services		283,888	329,785	268,445	251,678	274,255
611	Park Maintenance	224,725	268,723	261,879	300,484	281,055
625	Rental Facilities-WC & Ballfield	58,133	76,053	82,117	54,422	71,664
911	Building Maintenance	29,937	(0)	-	-	-
Total Parks & Facility Maintenance		312,795	344,776	343,997	354,906	352,720
715	Non Departmental	728,394	780,406	1,365,987	1,067,980	1,260,695
TOTAL GENERAL FUND APPROPRIATIONS		9,928,729	10,841,789	12,554,616	12,497,659	13,449,262

GENERAL FUND

APPROPRIATIONS by Object	Salaries & Wages	Benefits & Payroll Cost	Retirement	Professional Services	Supplies & Tools	Other Operating	FY 2022-23 ADOPTED
111 Town Council	18,000	1,018	2,543	2,426	100	4,926	29,013
112 Town Treasurer	3,600	173	277	-	100	325	4,475
116 Independent Auditor	-	-	-	66,338	-	-	66,338
121 Town Attorney	-	-	-	386,400	-	-	386,400
10 Total Town Council	21,600	1,191	2,820	455,164	200	5,251	486,226
211 Town Manager	180,244	47,864	26,707	5,000	700	13,627	274,142
221 Town Clerk	257,125	66,320	16,338	20,513	110	6,541	366,947
222 Elections	-	-	-	-	-	-	-
231 Personnel	115,185	19,865	10,266	51,000	717	1,874	198,907
241 Finance	240,757	47,929	30,006	74,450	3,000	8,621	404,764
20 Total General Administration	793,312	181,978	83,318	150,963	4,527	30,664	1,244,760
311 Planning	389,398	105,223	84,298	432,538	3,859	30,411	1,045,727
321 Building Inspection & Permits	123,849	36,581	34,616	55,000	1,200	11,089	262,335
30 Total Development Services	513,247	141,804	118,914	487,538	5,059	41,500	1,308,061
411 Police	2,166,941	841,245	874,753	55,000	16,000	322,739	4,276,678
418 Disaster Preparedness	-	-	-	-	110	13,968	14,078
421 Ross Valley Fire Service	-	-	-	2,954,275	-	-	2,954,275
40 Total Public Safety	2,166,941	841,245	874,753	3,009,275	16,110	336,707	7,245,031
510 Public Works Administration	184,735	42,592	31,790	68,000	1,340	39,994	368,451
511 Street Maintenance	203,690	62,850	48,002	120,000	35,500	51,914	521,957
512 Street Lighting & Traffic Signals	-	-	-	40,000	-	85,000	125,000
514 Climate & Environment	36,442	22,852	8,325	192,487	1,000	1,000	262,106
50 Total Public Works	424,867	128,294	88,118	420,487	37,840	177,908	1,277,514
616 Community Services	27,900	4,743	4,262	-	5,551	1,599	44,056
617 Recreation	61,396	8,751	12,983	10,000	-	1,200	94,330
621 Fairfax Recreation	56,907	4,043	4,553	25,000	4,000	27,725	122,227
622 Summer Camps	4,130	75	192	8,245	1,000	0	13,642
60 Total Recreation & Community Services	150,333	17,611	21,990	43,245	10,551	30,524	274,255
611 Park Maintenance	124,594	53,609	26,815	32,000	14,500	29,538	281,055
625 Rental Facilities-WC & Ballfield	17,228	8,681	1,378	6,000	2,000	36,377	71,664
911 Building Maintenance	-	-	-	53,000	6,000	(59,000)	-
61 Total Parks & Facility Maintenance	141,822	62,290	28,193	91,000	22,500	6,915	352,720
715 Non Departmental	-	102,602	-	251,266	4,410	902,417	1,260,695
71	-	-	-	-	-	-	-
TOTAL GENERAL FUND APPROPRIATIONS	4,212,122	1,477,015	1,218,106	4,908,937	101,197	1,531,886	13,449,262
	31.3%	11.0%	9.1%	36.5%	0.8%	11.4%	100.0%

TOWN MANAGER

ORGANIZATION

This department is comprised of the following personnel:

- 5 elected Town Council Members (Council Members annually select a Mayor and Vice-Mayor)
- 1 Elected Town Treasurer
- 1 Town Attorney appointed by the Town Council
- 1 Town Manager appointed by the Town Council

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

2022 - 2023 ACCOMPLISHMENTS

- Hired on-going Public Works and Interim Planning Directors
- Completed MOUS with all Fairfax employees and labor groups
- Enhanced Town climate and environmental efforts
- Assisted Council with the adoption of ordinances and resolutions
- Completed DEI training for all staff
- Provided more than 300 detailed staff reports at more than 29 Council Meetings

2023 - 2024 GOALS AND OBJECTIVES

The following are goals and objectives in addition to Town Council Goals:

- Hire on-going Planning and Building Services Director and Housing Specialist Planner
- Complete significant road maintenance and repair projects
- Complete bridge projects in 2024
- Provide DEI training to Committees, Commissions, Council
- Support Council's Strategic Goals with analysis, implementation, and communication
- Continue organizational analysis, consider new technologies, and space planning, to maximize staff productivity
- Update Council, Committee, and Personnel Policies and Practices

TOWN COUNCIL GOALS - STRATEGIC PLANNING CATEGORIES

The following are goals from the Strategic Planning Session and are not in order of priority.

- Address our housing needs
- Implement the climate action plan - achieve 2030 decarbonization
- Focus on disaster preparedness and resiliency
- Invest in the town's aging infrastructure
- Strengthen the town organization

TOWN COUNCIL GOALS - NEXT TWO YEARS

The following are Council goals for the next two years and are not listed in order of priority.

- Complete the Housing Element in the Fairfax way, enhance affordable housing
- Focus on Climate and the Environment through implementation of a microgrid, decarbonization, electrification
- Complete Capital Improvement (CIP) projects and provide infrastructure maintenance
- Review Town center (including traffic, parking, shared spaces)
- Complete the Pavilion project
- Enhance fire resiliency and coordination for the community
- Reduce vehicle miles travelled by residents and visitors
- Onboard new staff and plan for staff succession
- Increase diversity, equity and inclusion (DEI) in Fairfax

TOWN COUNCIL ACCOMPLISHMENTS

The following are accomplishments from approximately April 2022 to April 2023 – In no order of importance)

- Council is working together well

A. Address Our Housing Needs

- Selected new contractor and made progress on Housing Element
- Implemented on-going parklet program
- Adopted short term rental regulations
- Adopted rent stabilization and just cause eviction ordinances
- Adopted COVID eviction prevention
- Adopted permit fee schedule

B. Climate Action and Decarbonization by 2030

- Adopted green building reach codes
- Implemented all electric landscape equipment, including rebates for public
- Foodware ordinance updated
- 1st in Marin to adopt new building electrification, Ready Set Replace for residents
- Actions taken to electrify Town buildings water heaters, stoves, and Town vehicles

C. Disaster Preparedness and Resiliency

- Effective preparation for storms/Atmospheric Rivers
- Strengthened regional coordination via MWPA, Ready Marin, MMA, MCCMC
- Communication regarding water resiliency

D. Invest in Aging Infrastructure

- Work to complete Meadow Way Bridge and other bridges
- Work on pavement program based on best available PCI data
- Working on storm drain infrastructure
- Significant repairs completed on Pine Dr, Wreden, Scenic, SFD, etc.
- Park improvements: Peri Park Swing Set, Repaired Fence in Bolinas Park

E. Strengthen the Town Organization

- Hired Town Manager, Public Works Director (and previous interims), Interim Planning Director, Climate Action Coordinator and Fellow
- Completed MOUs with FPOA, SEIU and updated unrepresented group
- Hired Deputy Clerk/Admin Analyst

F. Commitment to Diversity, Equity, and Inclusion

- Completed DEI training for all staff
- DEI subcommittee meetings
- 1st town in CA to support AB2282 anti-hate-symbol policy.
- Town Picnic featured Spahr Center vaccinations and Drag show
- Menorah lighting



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

- 401 REGULAR SALARIES
- 411 REG PART-TIME SALARIES
- 415 ACCRUED LEAVE CASHOUT
- 421 TEMP EMPLOYEES
- 492 WORKERS COMP
- 493 RETIREMENT
- 494 MEDICARE
- 496 PERS UAL/SIDEFUND

18,014	17,250	18,000	18,018	18,000
745	681	706	941	569
1,096	930	832	916	846
236	226	236	241	241
	1,579	1,900	1,627	1,905

SUBTOTAL PERSONNEL

20,091 20,666 21,674 21,744 21,561

OPERATING EXPENSES

- 813 OFFICE SUPPLIES
- 815 PRINTING
- 822 PROFESSIONAL SERVICES SEE NOTE
- 842 SPECIAL DEPT SUPPLIES
- 861 BUS.MEET/CONF. SEE NOTE
- 862 DUES & SUBSCRIPTIONS SEE NOTE
- 890 MISCELLANEOUS

-	72	105	96	100
98	98	105	-	100
750	4,972	2,310	4,109	2,426
246	871	525	843	551
250	1,047	2,775	3,714	2,775
-	-	525	-	500
523	523	1,000	500	1,000

SUBTOTAL OPERATING

1,867 7,583 7,345 9,262 7,452

TOTAL DEPARTMENT APPROPRIATION

21,958 28,249 29,019 31,006 29,013

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

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

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

	-			-	
	-			-	
	-			-	
3,600	3,450	3,600	3,600	3,600	3,600
	48			-	
	-			-	
156		144	144	114	
161	170	277	277	288	
52	51	48	48	48	
	-			-	

SUBTOTAL PERSONNEL

3,969 3,718 4,069 4,069 4,050

OPERATING EXPENSES

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

	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	105	-	-	100
	-	-	-	-	-
	-	-	-	-	-
	-	130	-	-	125
	-	158	-	-	200

SUBTOTAL OPERATING

- - 393 - 425

TOTAL DEPARTMENT APPROPRIATION

3,969 3,718 4,462 4,069 4,475

Allocation of Positions:

TOWN TREASURER

1.00 1.00 1.00 1.00 1.00

Total Full Time Equivalent Employees

1.00 1.00 1.00 1.00 1.00

NOTES:



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	141,584	130,011	174,486	174,486	180,244
415 ACCRUED LEAVE CASHOUT	3,951	27,961	7,337	7,337	7,593
461 OVERTIME	-	15,230		-	
491 HEALTH INSURANCE	21,488	10,429	26,896	26,896	25,245
492 WORKERS COMP	6,007	5,543	7,448	7,448	7,773
493 RETIREMENT	22,034	7,802	19,626	19,626	21,094
494 MEDICARE	1,982	2,480	2,493	2,493	2,574
496 PERS UAL/SIDEFUND		5,884	7,081	7,081	7,100
611 ALLOWANCES	3,960	1,943	3,192	3,192	3,192
SUBTOTAL PERSONNEL	201,005	207,282	248,559	248,559	254,815

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	420	-	
711 OFFICE EQUIP MAINT.	-	-	105	-	
731 BLDG-GROUNDS MAINT.	1,627	4,404	4,052	1,838	2,927
801 WATER	767	632	473	1,565	1,600
802 POWER	804	1,246	840	1,689	1,700
804 TELEPHONE	2,031	2,123	1,575	2,037	2,100
811 POSTAGE	715	488	420	599	600
813 OFFICE SUPPLIES	1,275	1,390	735	505	700
822 PROFESSIONAL SERVICES	-	-	368	6,670	5,000
861 BUS.MEET/CONF.	250	975	1,625	1,552	1,700
862 DUES & SUBSCRIPTIONS	5,067	4,010	3,150	955	3,000
SUBTOTAL OPERATING	12,537	15,268	13,762	17,410	19,327

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

213,542	222,550	262,321	265,969	274,142
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Allocation of Positions:

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

Total Full Time Equivalent Employees

0.85	0.85	0.95	0.95	0.95
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NOTES:

862 ICMA/CMMF/+
 822 Consulting services

TOWN CLERK/ELECTIONS

In Fairfax, the Town Clerk is an elected position, with the elected Clerk responsible to the voters directly. Many of the duties of the Clerk are mandated by Government Code, and include conducting elections; recording, publication, filing, indexing, and safekeeping of Town Council proceedings; authenticating official records on behalf of the Town; maintaining the Town Code; serving as custodian of official Town records; publishing legal notices; filling public records requests; serving as filing officer for economic interest and campaign disclosure statements; and serving as the financial disclosure officer. This department is also responsible for managing the Town website, newsletters, publications, social media, outreach, surveys, and the IT program. The Department has two staff members: the Town Clerk/Deputy Town Clerk/Assistant to the Town Manager and the Deputy Town Clerk/Administrative Analyst.

2022 – 2023 ACCOMPLISHMENTS

- Implemented hybrid meetings with CMCM TV for Town Council and Planning Commission
- Hosted and supported 27 Town Council meetings
- Conducted successful recruitment for Deputy Town Clerk/Administrative Analyst
- Administered the 2022 General Municipal Election, with six candidates and one measure
- Received and processed four “Intent to File Initiative” documents and one referendum petition
- Transitioned from in-house Communication Coordinator to contractual interim provider; coordinated all Town communication efforts (website, newsletter, social media)
- Supported IT needs of staff including onboarding/offboarding of multiple staff members; acquired hardware, licenses, email boxes; provided training and support; coordinated contractual IT support, including software and equipment upgrades, network refresh and upgrades to cyber security
- Negotiated new leases for copiers and coordinated installation
- Coordinated the online and print updates to the Town Code

2023 – 2024 GOALS AND OBJECTIVES

- Adopt electronic signatures ordinance
- Update the records retention schedule
- Deploy records digitization project



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	122,038	124,006	142,433	142,433	249,754
411 REG PART-TIME SALARIES	64,676	-	69,749	69,749	
415 ACCRUED LEAVE CASHOUT	2,484	2,484	6,848	-	7,371
421 TEMP EMPLOYEES	-	-	-	-	
491 HEALTH INSURANCE	30,086	28,283	31,482	31,482	50,054
492 WORKERS COMP	7,158	8,821	8,821	8,821	8,199
493 RETIREMENT	14,433	9,570	16,338	16,338	19,980
494 MEDICARE	2,633	1,768	2,952	2,952	3,465
496 PERS UAL/SIDEFUND	-	-	-	-	-
611 ALLOWANCES	1,560	920	1,560	1,560	960
SUBTOTAL PERSONNEL	245,068	175,853	280,182	273,334	339,783

OPERATING EXPENSES

636 OFFICE EQUIP REPLACEMENT	-	-	-	-	-
731 BLDG-GROUNDS MAINT.	3,746	4,443	4,071	4,071	2,946
801 WATER	-	-	-	-	-
804 TELEPHONE	906	826	525	738	551
811 POSTAGE	555	488	525	598	551
813 OFFICE SUPPLIES	1,024	898	525	564	551
814 LEGAL ADS	239	648	420	423	441
821 OUTSIDE SERVICES	6,353	5,565	5,250	6,444	5,513
822 PROFESSIONAL SERVICES	8,774	14,242	15,000	34,722	15,000
842 SPECIAL DEPT SUPPLIES	167	185	105	255	110
861 BUS.MEET/CONF.	40	51	105	42	1,000
862 DUES & SUBSCRIPTIONS	-	-	210	-	500
SUBTOTAL OPERATING	21,806	27,345	26,736	47,858	27,164

TOTAL DEPARTMENT APPROPRIATION

266,875 203,198 306,918 321,192 366,947

Allocation of Positions:

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

Total Full Time Equivalent Employees

1.00 1.50 1.50 1.10 2.00

NOTES:

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



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	35,473	32,665	81,308	81,308	98,699
411 REG PART-TIME SALARIES	20,448	13,764	12,495	12,495	12,495
415 ACCRUED LEAVE CASHOUT	658	5,345	3,863	3,863	3,991
421 TEMP EMPLOYEES	-	-	-	-	-
461 OVERTIME	-	2,327	-	-	-
491 HEALTH INSURANCE	5,282	3,669	12,629	12,629	11,875
492 WORKERS COMP	1,883	1,837	4,020	4,020	4,199
493 RETIREMENT	5,988	3,556	10,266	10,266	11,102
494 MEDICARE	772	775	1,345	1,345	1,391
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	-	1,540	-	-	-
611 ALLOWANCES	173	340	1,564	1,564	1,564
SUBTOTAL PERSONNEL	70,677	65,819	127,490	127,490	145,316

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	-	-	525	-	551
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES	7,488	58,898	25,000	25,000	25,000
822 PROFESSIONAL SERVICES	25,000	-	50,000	50,000	26,000
842 SPECIAL DEPT SUPPLIES	84	377	683	286	717
861 BUS.MEET/CONF.	2,162	-	840	-	882
862 DUES & SUBSCRIPTIONS	-	-	420	-	441
890 MISCELLANEOUS	-	-	-	-	-
SUBTOTAL OPERATING	34,734	59,275	77,468	75,286	53,591

TOTAL DEPARTMENT APPROPRIATION

105,410	125,094	204,957	202,776	198,907
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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
PART-TIME ACCOUNTANT	0.10	0.10	0.10	0.10	0.10

Total Full Time Equivalent Employees

0.30	0.30	0.50	0.50	0.50
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NOTES:

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

FINANCE DEPARTMENT

2022-23 ACCOMPLISHMENTS:

- Renegotiated multiyear MOUs with three bargaining units within the budgeted goal of 5%
- Completed new budget documents for FY22-23 year (three documents of 125 pages each) with added departments. Kept with in Gann limitations and reserve goals with inflation increases built in.
- Completed and presented audit of FY21 financial statements with “clean” opinion. Worked with auditors to finish 2022 audit with no changes required.
- Worked with Fairfax Festival organizers to bring back the Festival with better financial controls.
- Worked with planning to implement short term rental tracking system including online application and payment process.

FINANCE DEPARTMENT

FY 2023-24 GOALS AND OBJECTIVES:

- Continue implementing Tyler Incode accounting software program to expand access and end-user training to all departments including cash receipts, fixed assets, permits, project accounting, CAFR software (for financial reports), and budgeting.
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information.
- Continue restructuring the budget to create a cohesive articulating document including five-year Capital Improvement projections and additional exhibits for demographics and personnel
- Continue research for new revenue streams & cost saving measures
- Explore web based business license applications
- Continue update of personnel rules with Town Manager.



Town of Fairfax

2023-24 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 budget preparation.

DEPARTMENT SUMMARY

FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	131,075	122,848	153,424	153,424	158,583
411 REG PART-TIME SALARIES	99,833	67,202	74,564	74,564	77,174
415 ACCRUED LEAVE CASHOUT	-	6,163	6,471	6,471	6,634
421 TEMP EMPLOYEES	1,093	2,892	5,000	5,000	5,000
491 HEALTH INSURANCE	24,466	25,265	26,173	26,173	27,434
492 WORKERS COMP	8,037	7,972	9,347	9,347	7,652
493 RETIREMENT	20,839	19,591	21,198	21,198	24,234
494 MEDICARE	3,239	2,865	3,128	3,128	3,234
495 FICA/PTS	-	-	981	981	1,011
496 PERS UAL/SIDEFUND	-	13,744	5,757	5,757	5,772
611 ALLOWANCES	1,238	1,305	1,964	1,964	1,964
SUBTOTAL PERSONNEL	289,819	269,847	308,007	308,007	318,692

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.			-	-	-
731 BLDG-GROUNDS MAINT.	1,627	4,443	4,071	1,847	2,946
804 TELEPHONE	750	826	1,050	738	900
811 POSTAGE	612	488	840	1,043	1,100
813 OFFICE SUPPLIES	2,959	2,619	1,785	2,410	3,000
815 PRINTING	-	-	-	-	-
821 OUTSIDE SERVICES	3,666	2,156	9,450	9,450	9,450
822 PROFESSIONAL SERVICES	61,816	64,696	69,250	65,800	65,000
861 BUS.MEET/CONF.	79	475	525	509	525
862 DUES & SUBSCRIPTIONS	315	715	1,050	990	1,050
890 MISCELLANEOUS	418	62	2,100	1,614	2,100
SUBTOTAL OPERATING	72,242	76,479	90,121	84,402	86,071

TOTAL DEPARTMENT APPROPRIATION

362,061 346,326 398,128 392,408 404,764

Allocation of Positions:

FINANCE DIRECTOR	0.90	0.90	0.90	0.90	0.90
PART-TIME ACCOUNTANT (2)	0.50	0.70	0.70	0.70	0.70
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 1.70

NOTES: 821 Bank charges/analysis, GASB 34 compliance, tax audits, actuarial study, CPA review, Assistance with implementaion of accounting software
 822 Merchant fees, bank analysis; Contract revenue analysis (sales & property tax; TOT) Software licenses; GovInvest (GASB 75 actuarial)

PLANNING & BUILDING SERVICES

2022 - 2023 ACCOMPLISHMENTS

- COVID-19 crisis response, including:
 - Issuing Temporary Outdoor Use business permits
 - Publishing public information
 - Adopting and implementing a virtual meetings platform
 - Enforced COVID-19 complaints
 - Providing Town Hall in-person services under COVID protocols
- Permits and Zoning Enforcement Mid 2022-to-date
 - Issued 14 Use Permits, 27 Variances, 14 Design Reviews, 10 Hill Area Residential Developments, 10 Encroachment Permits, 5 Excavation Permits, 6 Tree Permits,
 - Approved 11 Accessory Dwelling Units (ADUs) / Junior Accessory Dwelling Units (JADUs)
 - Issued 464 construction permits with \$13,980,062.00 in valuation
 - Reviewed, and issued permits for 71 solar systems
 - Reviewed, and issued permits for 33 battery back-up systems
 - Wrote 48 Residential Resale Inspection Reports
 - Worked on 35-50+ requests for information and planning services per day.
 - Implemented outdoor dining program
- Planning Commission
 - Worked on the Objective Design and Development Standards (ODDS): draft toolkit pending, public outreach, historic (held 2 meetings and 1 subcommittee review)
 - Conducted public hearings and reviews on 25 projects involving 91 discretionary permit applications, including 2 new houses
 - Made recommendations to the Town Council on the following Town Code and Zoning Ordinance amendments:
 - SB 9 Ordinance
 - Town Code Chapter 12.32 amendments and Zoning Code amendments to accommodate parklets
 - Short Term Rentals Ordinance
 - Two Unit Projects Ordinance
- Housing Element Work Program:

- Continued to gather public input about the Housing Element, and continue to post informational articles to Town Newsletter and Website
- Initiated a promotional program for ADUs/JADUs

2023 - 2024 GOALS AND OBJECTIVES

- Complete updates of Housing, Safety, and Land Use Elements.
- Complete adoption of ODDS process
- Complete Re-zoning process as described in the draft 6th Cycle Town’s Housing Element
- Improve public services functionality of Tyler Technologies for Planning and Building
- Convert current part-time Assistant Planner position to full-time, and hire a Housing Specialist in the Assistant Planner category
- Work towards adding a Building Inspector position.
- Launch the Short Term Rental licensing program.

Special Note for Planning and Building Services Department

Rent Stabilization and Just Cause Eviction Ordinances were adopted in November 2022, which are in effect, but the programs have not been implemented at the direction of Town Council. The following estimated costs have not been included in this budget, nor have estimated revenues from the associated permit fees been included in this budget. To begin the program, Town Council Resolution authorizing implementation is needed.

Registration system platform	\$25,000 set up costs, \$25,000 annual service
Staff to review/approve registration platform submissions, manage program contractors, provide Town expertise	New staff is needed for this program, but it is unclear how many staff are needed at this time
Landlord/Tenant Informational Service	Estimates not yet received
Legal Aid of Marin	\$0 for first 18 months
Berkeley Rent Board for Hearings	\$40,000 annually (not to exceed)
Mailings, enforcement, office furniture and supplies	Estimates not yet known



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
Actual	Actual	ADOPTED	Projected	DRAFT

PERSONNEL

401 REGULAR SALARIES		241,920	171,237	225,398	178,610	386,998
411 REG PART-TIME SALARIES	SEE NOTE	63,106	103,706	42,888	52,901	2,400
415 ACCRUED LEAVE CASHOUT			19,328	13,333	13,333	15,354
421 TEMP EMPLOYEES		-	252		-	
491 HEALTH INSURANCE		51,733	50,502	65,548	65,548	69,626
492 WORKERS COMP.		12,765	14,272	14,272	14,272	12,880
493 RETIREMENT		35,809	30,398	35,885	35,885	40,890
494 MEDICARE		4,068	4,069	4,777	4,777	5,443
495 FICA/PTS		-	-	1,608	1,608	-
496 PERS UAL/SIDEFUND			35,973	41,662	41,662	43,408
611 ALLOWANCES		720	8,498	1,920	1,920	1,920
SUBTOTAL PERSONNEL		410,119	438,235	447,291	410,516	578,919

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.		1,628	4,618	4,093	1,862	2,968
802 POWER		402	623	473	844	496
804 TELEPHONE		1,721	1,798	1,575	1,712	1,654
811 POSTAGE		767	745	2,100	738	2,205
812 REPRODUCTION		743	645	10,500	860	11,025
813 OFFICE SUPPLIES		2,948	2,808	2,100	917	2,205
814 LEGAL ADS	SEE NOTE	158	262	1,575	329	1,654
815 PRINTING		-	1,726	2,100	81	2,205
821 OUTSIDE SERVICES	SEE NOTE	50,057	266,083	375,223	669,350	416,000
822 PROFESSIONAL SERVICES	SEE NOTE	1,815	4,639	15,750	3,249	16,538
842 SPECIAL DEPT SUPPLIES		27	4	1,575	397	1,654
861 BUS.MEET/CONF.	SEE NOTE	1,000	1,092	2,100	-	2,205
862 DUES & SUBSCRIPTIONS		-	-	6,000	-	6,000
SUBTOTAL OPERATING		61,265	285,042	425,163	680,341	466,808

TOTAL DEPARTMENT APPROPRIATION

471,385 723,277 872,455 1,090,857 1,045,727

Allocation of Positions:

PLANNING & BUILDING DIRECTOR	1.00	0.80	1.00	-	1.00
PRINCIPAL PLANNER	1.00	1.00	1.00	1.00	1.00
ASSISTANT PLANNER	0.50	0.50	0.50	0.50	2.00
ADMIN ASSISTANT II	0.25	0.25	0.25	0.25	0.25
INTERIM PLANNING DIRECTOR				0.50	
PLANNING INTERN	0.10	0.10	0.10	0.10	

Total Full Time Equivalent Employees

2.85 2.65 2.85 2.35 4.25

NOTES:

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



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	109,812	107,945	118,900	118,900	123,849
415 ACCRUED LEAVE CASHOUT	4,504	4,617	4,848	4,848	4,969
491 HEALTH INSURANCE	21,390	22,302	23,604	23,604	25,089
492 WORKERS COMP.	4,578	5,006	4,902	4,902	4,079
493 RETIREMENT	14,273	13,364	14,744	14,744	17,587
494 MEDICARE	1,555	1,583	1,656	1,656	1,724
496 PERS UAL/SIDEFUND	15,000	14,112	16,984	16,984	17,029
611 ALLOWANCES	720	4,190	720	1,415	720
SUBTOTAL PERSONNEL	171,832	173,118	186,358	187,053	195,046

OPERATING EXPENSES

711 OFFICE EQUIP MAINT.	-	-	321	-	321
722 VEHICLE MAINTENANCE	3,496	4,531	3,500	3,061	3,500
731 BLDG-GROUNDS MAINT.	1,627	4,478	4,093	1,857	2,968
802 POWER	402	623	500	844	900
804 TELEPHONE	1,701	1,798	1,500	1,713	1,800
811 POSTAGE	653	509	500	623	600
813 OFFICE SUPPLIES	1,055	1,311	1,200	689	1,200
821 OUTSIDE SERVICES	43,653	46,101	50,000	46,791	50,000
822 PROFESSIONAL SERVICES		2,778	5,000	3,520	5,000
861 BUS.MEET/CONF.	301	399	1,000	-	500
862 DUES & SUBSCRIPTIONS	951	2,623	500	464	500
SUBTOTAL OPERATING	53,838	65,151	68,114	59,562	67,289

SEE NOTE
 SEE NOTE
 SEE NOTE
 SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

225,670	238,269	254,472	246,615	262,335
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Allocation of Positions:

BUILDING OFFICIAL	0.75	0.75	0.75	0.75	0.90
ASST BUILDING OFFICIAL					
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	1.15
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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

The Fairfax Police Department (FPD) 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 9-1-1 dispatch center (which also serves the communities of Ross and the College of Marin). It operates a staffed police lobby open to the public 24 hours a day; comprehensive records management; information technology within the police network; property and evidence management; special event management; ABC (alcoholic beverage control) evaluations and approvals; emergency management/disaster planning; personnel services, including payroll management, recruitment, and departmental training.

MISSION

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

ORGANIZATION

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

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

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

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

As classifications remain the same, the filling of those positions is fluid based on the needs of the organization and qualifications and capabilities of employees to fill these classifications

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

2021 - 2022 ACCOMPLISHMENTS

- Completed POST Mandated training for all full-time and part-time personnel.
- Completed NIBRS transition and DOJ reporting.
- Continue implementing the Next Gen Marin Emergency Radio Authority (MERA) project for FPD and Public Works.
- Continue implementing the New 9-1-1 Dispatch Online Phone System (100% paid for by State 911 funding)
- Continue migration to Rapid Deploy Text to 9-1-1 solution.
- Continue RIPA Reporting to DOJ and RIPA Dashboard transparency efforts on FPD Website.
- Continue website updating for police transparency efforts and offer more web services.
- Continue to upgrade Police Vehicle Fleet to low emissions Hybrid/EV options.
- Acquired additional resources for specialized investigative matters through SIU MOU agreement/partnership.
- Provided patrol support for Ross Police Department through shared services MOU.

2023 - 2024 GOALS AND OBJECTIVES

- Expand electric vehicle and hybrid fleet for Fairfax PD and phase out existing gas powered vehicles.
- Obtain an EV charging infrastructure for Fairfax PD Fleet and Staff.
- Complete POST mandated training for all employees.
- Successfully pass all POST background and training audits.
- Expand training opportunities to include Peace Officer Wellness and obtain additional grants.
- Continue to work on implementing Next Gen Marin Emergency Radio Authority (MERA) project for FPD and public works.
- Continue to implement RIPA with submissions to DOJ and evolve the presentation of that data on the RIPA "Dashboard" on the website.
- Upgrade Mobile Data Terminal (MDT) for patrol vehicle fleet.
- Migrate to Rapid Deploy Text to 9-1-1 solution.



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
Actual	Actual	ADOPTED	Projected	DRAFT

PERSONNEL

401 REGULAR SALARIES	SEE NOTE	321,989	361,943	471,057	469,000	544,715
402 SAFETY SALARIES		1,191,240	1,154,586	1,278,188	1,250,000	1,502,226
415 ACCRUED LEAVE PAYOUT		145,174	32,757	50,000	50,000	70,000
421 TEMP EMPLOYEES		134,624	128,733	100,000	144,000	120,000
461 OVERTIME		128,672	145,874	175,000	230,000	200,000
481 HOLIDAY PAY		82,091	85,517	95,019	122,000	107,111
491 HEALTH INSURANCE		196,425	237,850	285,471	247,471	325,484
492 WORKERS COMP.		73,598	69,942	85,337	85,337	90,389
493 RETIREMENT		238,600	220,601	267,508	250,508	320,716
494 MEDICARE		26,628	27,460	29,209	29,209	32,261
495 FICA/PTS			-	1,991	-	
496 PERS UAL/SIDEFUND	SEE NOTE	550,000	452,876	545,053	545,053	554,037
497 OVERTIME REIMB	SEE NOTE	(482)	-	(5,000)	(35,000)	(6,000)
498 TUITION REIMB		7,774	7,345	16,000	8,000	16,000
499 OTHER			62,650			
611 ALLOWANCES		3,765	3,680	6,000	5,000	6,000
SUBTOTAL PERSONNEL		3,100,099	2,991,814	3,400,833	3,400,578	3,882,939

Allocation of Positions:

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

Total Full Time Equivalent Employees

17.00	17.00	17.00	17.00	17.00
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DISPATCHER, RESERVE	4.00	4.00	2.00	2.00	4.00
POLICE OFFICER, RESERVE	2.00	2.00	1.00	1.00	1.00
POLICE CADET	1.00	1.00	2.00	2.00	1.00
POLICE SERVICE TECH	1.00	1.00	1.00	1.00	1.00

NOTES: 401 Addition of one FTE non sworn Dispatcher to meet staffing needs.
 496 See Fund 6 - Retirement 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

2023-24 Operating Budget

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

DEPARTMENT SUMMARY	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Actual	ADOPTED	Projected	DRAFT

OPERATING EXPENSES

631	COMM EQUIP REPLACE	-	585	7,000	7,000	7,000	
711	OFFICE EQUIP MAINTENANCE	-	1,484	1,500	1,500	1,500	
712	COMPUTER EQUIP MAINTENANCE	SEE NOTE	28,975	43,900	68,000	58,000	72,000
721	FIELD EQUIP MAINTENANCE		716	467	1,000	1,000	1,000
722	VEHICLE MAINTENANCE		23,679	27,843	24,000	30,000	30,000
723	COMMUNICATION EQUIP MAINT		2,636	1,374	3,000	3,000	3,000
725	MERA DEBT SERVICE	SEE NOTE	34,707	3,659	-	-	-
726	MERA MEMBERSHIP FEE		37,698	38,882	44,089	43,955	44,089
731	BLDG-GROUNDS MAINTENANCE		12,223	35,590	26,000	36,000	26,000
801	WATER		1,677	2,155	1,900	1,900	1,900
802	POWER		1,624	2,491	2,000	2,000	2,000
804	TELEPHONE	SEE NOTE	25,811	26,695	35,000	25,000	35,000
806	FUEL		16,755	23,025	24,000	20,000	24,000
811	POSTAGE		608	1,387	2,000	2,000	2,000
812	REPRODUCTION		1,274	3,403	4,000	4,000	4,000
813	OFFICE SUPPLIES		2,988	2,161	3,000	3,000	3,000
815	PRINTING		2,685	3,252	4,000	4,000	4,000
822	PROFESSIONAL SERVICES	SEE NOTE	32,665	26,884	55,000	30,000	55,000
841	SMALL TOOLS		11	93	500	500	500
842	SPECIAL DEPT SUPPLIES		10,376	11,868	12,500	12,500	12,500
851	UNIFORM		19,102	19,790	19,850	19,850	19,850
861	BUS.MEET/CONF.		342	1,980	5,000	5,000	5,000
862	DUES & SUBSCRIPTIONS		10,322	8,979	11,400	11,400	11,400
883	P.O.S.T.	SEE NOTE	4,164	15,604	18,000	26,000	26,000
889	BOOKING FEES		-	452	3,000	-	3,000
SUBTOTAL OPERATING			271,038	304,003	375,739	347,605	393,739
TOTAL DEPARTMENT APPROPRIATION			3,371,137	3,295,817	3,776,572	3,748,183	4,276,678

NOTES:

712 Includes Records Management System maintenance contract and maintenance and repair of extensive in-house and mobile computer network and body cams.

725 Marin Emergency Radio Authority (MERA) - Costs are split with Public Works Dept 511
 Note: MERA system debt paid off in FY21.

804 Increase of \$5,000 in pre MERA fiber system installation.

822 Firing range costs, blood analysis, website maintenance, evidence room alarm security, routine janitorial services, and the Prandi Childrens Center (forensic interview for child victims of violent crimes). External Investigation professional services; Body cam maintenance

883 Police Officer Standards Training (POST) - Partially state reimbursed (SEE 01-060-615)



Town of Fairfax

2023-24 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, 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

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

			-	
			-	
			-	
			-	
			-	

SUBTOTAL PERSONNEL

-	-	-	-	-
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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

			-	
	-		-	
-	-	105	-	110
27,632	4,004	19,265	5,027	9,265
	-	1,050	-	1,103
3,311	3,600	3,600	3,600	3,600

SUBTOTAL OPERATING

140,225	7,604	24,000	8,627	14,078
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TOTAL DEPARTMENT APPROPRIATION

140,225	7,604	24,000	8,627	14,078
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Allocation of Positions:

Total Full Time Equivalent Employees	0.00	0.00	0.00	0.00	0.00
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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.



Town of Fairfax

2023-24 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 421 ROSS VALLEY FIRE

ACTIVITY DESCRIPTION

The Fairfax Fire Department was merged with the San Anselmo Fire Department to form the Ross Valley Fire Authority in July 1982. The Sleepy Hollow Fire Protection District subsequently joined, as did the The Town of Ross in July, 2012. The Authority is governed by a eight person board consisting of two representatives from each area. The annual budget is formulated by the Fire Chief and the Executive Officer. Funding for the Ross Valley Fire Dept operation budget is divided between the participating agencies. Fairfax's share is approximately 23.9% of the total. Each town owns and maintains their fire stations and is responsible for budgeting equipment replacement reserves and insurance on the station houses.

DEPARTMENT SUMMARY	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

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

OPERATING EXPENSES (TOWN SHARE)

493 RVFS RETIREMENT	SEE NOTE	286,528	342,301	395,767	395,767	388,453
721 FIELD EQ MAINT		-	72,907	82,716	82,716	85,198
724 RVFS OPEB LIAB		126,290	11,944	14,852	14,852	15,662
725 MERA DEBT SERVICE		-	-	-	-	-
881 RVFS CONTRACT		2,092,330	2,174,261	2,251,355	2,251,355	2,407,212
SUBTOTAL TOWN'S JPA CONTRIBUTION		2,505,148	2,601,413	2,744,690	2,744,690	2,896,525
730 INSPECTION/PREVENTION	SEE NOTE	(20,856)	133,303	40,000	77,930	42,000
731 BUILDINGS & GROUNDS MAINT		1,024	-	15,000	15,000	15,750
SUBTOTAL OPERATING		2,485,316	2,734,716	2,799,690	2,837,620	2,954,275
TOTAL DEPARTMENT APPROPRIATION		2,485,316	2,734,716	2,799,690	2,837,620	2,954,275

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:	FY19	FY20	FY21	FY22	Incr (Decr)	FY23 BUD
- Contract payment	1,943,947	2,092,330	2,174,261	2,251,355	155,857	2,407,212
- Side Fund						
- Retirement Unfunded Liability	193,370	286,528	342,301	395,767	(7,314)	388,453
- Apparatus Replacement			72,907	82,716	2,482	85,198
- OPEB Prior Liability	201,546	126,290	11,944	14,852	810	15,662
- Mera Bond	-	-	-	-	-	-
Total	2,338,863	2,505,148	2,601,413	2,744,690	151,835	2,896,525
% Change	4.67%	7.11%	3.84%	5.51%		5.53%

PUBLIC WORKS ADMINISTRATION

ORGANIZATION

The Public Works Director position was filled permanently in August 2022. The budget is for one full-time Director and .25 FTE of Building Inspector's hours. The Town also retains an engineering consultant to assist with the management and design of capital projects.

The budget provides funding for the Public Works Director to coordinate and manage the Capital Improvement Projects (CIP) program and to respond to general maintenance requests and needs throughout Town and assist with Encroachment Permits and Plan Review. Below are the accomplishments and goals for the entire Public Works Department for Street Maintenance; Other DPW tasks for Parks will be addressed in their section.

2022 - 2023 ACCOMPLISHMENTS

- A Full-Time Director of Public Works was hired in August of 2022
- Completed emergency repairs to roadway collapse at 195 Pine Drive after it was undermined by unauthorized work. Town has turned over reimbursement to its insurance company.
- Installed pole mounted Traffic Detection Devices at Sir Francis Drake and Claus Road to improve traffic flow and replace old failing in-ground traffic detection loops.
- Received Pavement Condition Index and PTAP report on condition of streets and roads in Fairfax and presented to Council a plan to seek bids for over \$500,000 in street repair work in 2022-2023. DPW will prepare and submit to Town Council a 5-year program for on-going street and roadway improvements.
- Completed Roadway Repairs at 378 Scenic Road and 78 Wreden under budget for a total amount of \$343,228. FEMA reimbursement is available for the Wreden portion of the project.
- Repaired/Replaced portions of the dilapidated and dangerous fence at Bolinas Park adjacent to Fairfax Creek culvert.
- Executed contract for replacement of sanitary sewer lateral at Town Hall that also services the Pavilion.
- Issued 322 encroachment permits primarily for maintenance by PG&E, Marin Water, Ross Valley Sanitary District (RVSD), Comcast, and AT&T (230 encroachment permits were issued the year prior).

- Ford F-150 Lightning Electric Vehicle was ordered for use by DPW, pending delivery and older vehicles including Sweeper were decommissioned.
- Managed rain and storm season in Fairfax by preemptively clearing out creeks of loose debris prior to storms and managed downed trees and other debris within Town limits during storm with help from outside contractors.
- Submitted to FEMA and CalOES applications for reimbursement for storm related damages that occurred in 22-23 winter season. Continuing reporting and submittals with FEMA for previous year storm events.
- Added Bicycle Sharrows on Bolinas Road between Broadway and Park Road
- Designed and planned for installation of painted Pride Crosswalk on Broadway with scheduled installation of late May 2023, which DPW believes is a first by any municipality in Marin County.
- Continue conceptualization and implementation for microgrid at Town campus and facilities and continue improvements to Town Facilities
- Completed Sidewalk Trip Hazard Condition Assessment.

2023- 2024 GOALS AND OBJECTIVES

- Develop a plan for appropriate department staffing.
- Plan vehicle and equipment replacement schedule.
- Develop a Town Hall Master Plan for long term maintenance and improvement program and Continue conceptualization and implementation for microgrid at Town campus and facilities.
- Develop ADA Transition Plan.
- Continue Storm Drain Mapping project that will identify locations of Town Storm Drain inlets and assets as part of a long-range storm drain master plan; Initial identification of assets has begun as of Spring 2023
- Various listed roadway stabilization projects, including identifying other areas and locations
- Continuing work with CalTrans and other relevant agencies on repairs to Fairfax bridges, including Meadow Way, Creek, Marin and Azalea Bridges.
- Continue progress on renovation of interior of Station 21 to accommodate additional first responder; Design is currently approved, Request for bids to be issued in Fall 2023
- Initiated upgrade to electrical service at Corporation Yard in anticipation of adding three (3) additional charging stations for use by existing and future Town Electric Vehicles. In conjunction with Climate Action Coordinator, submitted grant application to Bay Area Air Quality Management District for funding of charger installations.
- Following review of Sidewalk Trip Hazard Condition assessment, implement rehabilitation program.



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
401 REGULAR SALARIES	123,870	222,414	178,610	280,072	184,735
411 REG PART-TIME SALARIES	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	4,564	17,280	5,510	1,036	8,869
421 TEMP EMPLOYEES	838	-	-	-	-
461 OVERTIME	-	35,759	-	8,854	-
491 HEALTH INSURANCE	16,639	12,345	21,488	37,674	24,155
492 WORKERS COMP.	5,321	3,677	9,162	13,743	5,991
493 RETIREMENT	17,561	10,863	25,903	33,304	24,633
494 MEDICARE	1,725	3,924	3,095	3,988	2,617
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	6,000	5,931	7,139	6,875	7,157
611 ALLOWANCES	240	2,022	1,200	2,927	960
SUBTOTAL PERSONNEL	176,757	314,215	252,107	388,473	259,117

SEE NOTES

OPERATING EXPENSES

711 OFFICE EQUIP MAINTENANCE	-	-	105	-	-
731 BLDG-GROUNDS MAINTENANCE	50	673	134	582	594
804 TELEPHONE	-	558	525	-	-
811 POSTAGE	550	488	420	816	800
813 OFFICE SUPPLIES	-	303	323	214	340
815 PRINTING	-	-	105	-	-
821 OUTSIDE SERVICES	35,675	15,339	207,250	49,598	50,000
822 PROFESSIONAL SERVICES	16,398	14,864	3,000	16,497	18,000
823 STORMWATER POLLUTION	30,871	31,548	33,600	34,943	36,000
842 SPECIAL DEPT SUPPLIES	-	1,199	1,050	200	1,000
861 MTGS/TRAVEL	-	-	-	-	500
890 MISCELLANEOUS	-	17,645	2,100	1,358	2,100
SUBTOTAL OPERATING	83,543	82,617	248,612	104,206	109,334

SEE NOTES

SEE NOTES

SEE NOTES

SEE NOTES

TOTAL DEPARTMENT APPROPRIATION

260,300 396,832 500,719 492,679 368,451

Allocation of Positions:

PUBLIC WORKS DIRECTOR			1.00	1.00	0.90
INTERIM PW DIRECTOR		1.00	-	-	-
TOWN MANAGER/PW DIRECTOR	0.30	-	-	-	-
CONSULTING ENGINEER/PROJ MGR (PT)	0.42	0.42	0.42	-	-
BUILDING OFFICIAL/PW MANAGER	0.25	0.25	0.25	0.25	0.10

Total Full Time Equivalent Employees

0.97 1.67 1.67 1.25 1.00

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

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	159,983	159,754	173,021	173,021	203,690
415 ACCRUED LEAVE CASHOUT	1,707	3,377	8,318	-	9,563
461 OVERTIME	3,261	2,588	2,000	4,064	4,000
491 HEALTH INSURANCE	32,319	32,756	34,700	34,700	38,318
492 WORKERS COMP.	7,459	5,810	7,298	7,298	6,576
493 RETIREMENT	20,497	19,021	20,790	21,132	27,799
494 MEDICARE	2,290	2,418	2,443	2,649	2,873
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	20,000	16,743	20,151	20,151	20,204
499 OTHER PAYMENTS	-	7,875	-	7,875	-
611 ALLOWANCES	1,425	1,394	1,425	1,650	1,521
SUBTOTAL PERSONNEL	248,940	251,736	270,145	272,540	314,543

OPERATING EXPENSES

641 EQUIPMENT RENTAL	-	26	525	-	500
721 FIELD EQUIP MAINTENANCE	-	-	525	-	500
722 VEHICLE MAINTENANCE	24,071	14,448	13,125	13,127	15,000
723 COMMUNICATION EQUIP MAINT	-	411	525	-	-
725 MERA DEBT SERVICE	7,937	846	888	-	-
726 MERA MEMBERSHIP FEE	8,722	8,997	9,447	10,164	10,201
731 BLDG-GROUNDS MAINTENANCE	115	76	798	1,145	573
802 POWER	-	-	1,575	-	-
803 DUMP FEES	-	886	315	-	500
804 TELEPHONE	1,290	1,242	1,050	1,355	1,400
806 FUEL	15,755	20,749	18,900	13,777	20,000
813 OFFICE SUPPLIES	686	48	525	-	500
821 OUTSIDE SERVICES	28,217	89,468	85,000	119,231	120,000
841 SMALL TOOLS	1,008	1,481	-	453	1,500
842 SPECIAL DEPT SUPPLIES	24,589	33,036	38,100	28,526	35,000
851 UNIFORM	956	1,350	1,004	1,540	1,540
861 TRAVEL/TOLLS	18	-	210	-	200
SUBTOTAL OPERATING	113,364	173,065	172,512	189,318	207,414

TOTAL DEPARTMENT APPROPRIATION

362,303 424,801 442,657 461,858 521,957

Allocation of Positions:

PUBLIC WORKS DIRECTOR					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
CONSULTING PW DIRECTOR PT	0.125				

Total Full Time Equivalent Employees

2.38 2.25 2.25 2.25 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
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...

CLIMATE & ENVIRONMENT DEPARTMENT

The Climate & Environment Department is comprised of a half-time Climate Action Coordinator and a Climate Action Fellow position that are shared with the Town of San Anselmo, to create full time positions.

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.

FY 2022-23 ACCOMPLISHMENTS:

- Replaced gas water heaters in the Public Works, Police Station, Women’s Club, Pavilion, and Ross Valley Fire Station 21 buildings with more energy efficient electric heat pump water heaters through Willdan’s electrification program at zero net cost to the Town. The gas stove in the Women’s Club was also replaced with an electric induction stove.
- Developed and implemented an ordinance prohibiting the use of gas-powered landscape equipment in the Town, as well as a landscape equipment trade-in and rebate program in partnership with Fairfax Lumber & Hardware. Additionally, Public Works also replaced their gas-powered landscape equipment with electric models.
- Participated in Green Building Steering Committee meetings led by the County’s Sustainability staff to develop a model green building reach code, which was subsequently adopted by the Town Council and will help reduce emissions from the transportation and building sectors.
- Partnered with ReadySetReplace (RSR) to develop and launch a water heater electrification campaign program to support residents in both Fairfax and San Anselmo to get electric-ready and install heat pump water heaters.
- Replaced landfill/recycling waste receptacles along Broadway and Sir Francis Drake Blvd. with new multi-stream landfill, recycling, and compost waste receptacles using CalRecycle and Zero Waste Marin grant funds.
- Applied for the BAAQMD Charge! grant program and reserved rebates from MCE and TAM to cover most of the costs associated with installing EV chargers for PW & PD use.
- Promoted the Ride and Drive Clean Marin Campaign, Marin Green Home Tour, and Resilient Neighborhoods Climate Action Workshops in the Town’s newsletter, social media, and website.
- Participated in the development of the Marin Countywide EV Acceleration Strategy.
- Joined the Fairfax Library’s Community Resiliency Center team and supported their application to BayREN’s Resilient Libraries Network Pilot program.
- Hired the Town’s first shared Climate Action Fellow with San Anselmo through the Climate Corps AmeriCorps program.
- Ensured all businesses and multi-family buildings in the Town were compliant with AB 1826 and made progress in implementing SB 1383 including submittal of the CalRecycle Electronic Annual Report.

- Joined the Marin Countywide Building Electrification Plan Steering Committee to develop a building electrification implementation plan with community stakeholders.
- Conducted outreach to food vendors in the Town on the County's model foodware ordinance, which was adopted by the Town Council and replaced the existing ordinance.
- Applied for the CalAPP grant program and was awarded \$40,000 to implement SolarAPP+ with the Town's existing permitting software.
- Organized and coordinated activities for Take Back Day held on Earth Day.

FY 2023-24 GOALS AND OBJECTIVES:

- Continue implementation of the all-electric landscape equipment ordinance and associated trade-in and rebate program for residents and landscapers
- Develop a Pavilion Resilience Hub project plan and work with an outside service on a feasibility study for installing a microgrid system with solar PV and battery backup.
- Continue implementation of electrification and energy efficiency upgrades of Town facilities.
- Identify and apply for climate-related funding opportunities.
- Provide content for Town newsletters, website, and social media to educate and inform residents about climate-related regulations, incentives, programs, events, and resources
- Continue implementation of SB 1383 requirements including outreach to businesses, updates to purchasing policies, identifying opportunities for procurement and application of compost/mulch, training of staff, development of recordkeeping procedures, and ongoing reporting to CalRecycle.
- Develop and implement a fleet electrification policy and fleet conversion plan.
- Provide guidance, direction, and updates to the CAC on climate action priorities.
- Manage and complete reporting for all climate-related grants.
- Collaborate with external partners such as MCEP to develop policy and program initiatives to reduce emissions and build resilient communities including the development of a Countywide Building Electrification Implementation Plan
- Develop and implement rebate programs for residents to purchase E-bikes and electric appliances (e.g., heat pump space and water heaters)
- Pursue EV charging pilot programs such as with Orange Charger or streetlight-connected chargers near multi-family dwellings and public locations to provide equitable EV charging access.
- Develop and implement projects and programs including a micromobility charging network to help reduce vehicle miles traveled (VMT) for both residents and Town staff
- Implement SolarAPP+ to provide an automated online permitting platform for residential solar energy systems.
- Host EV/E-bike show in collaboration with San Anselmo and Ride and Drive Clean
- Implement prioritized strategies from the Marin Countywide EV Acceleration Strategy



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
Actual	Actual	ADOPTED	Projected	DRAFT

PERSONNEL

401 REGULAR SALARIES	SEE NOTE		85,000	74,084	104,061
415 ACCRUED LEAVE CASHOUT			3,029	-	5,003
491 HEALTH INSURANCE			14,216	16,490	12,516
492 WORKERS COMP			3,331	-	3,250
493 RETIREMENT			6,545	6,634	8,325
494 MEDICARE			1,122	1,163	1,122
611 ALLOWANCES			960	960	960
LESS: REIMBURSEMENT			(44,686)	-	(67,619)
SUBTOTAL PERSONNEL			69,517	99,331	67,619

OPERATING EXPENSES

813 OFFICE SUPPLIES			500	42	500
821 OUTSIDE SERVICES	SEE NOTE		33,200	28,000	85,737
822 PROGRAM IMPLEMENTATION	SEE NOTE		43,800	23,909	106,750
842 SPECIAL DEPT SUPPLIES			500	240	500
861 MEETING/CONF & TRAVEL			1,000	398	1,000
SUBTOTAL OPERATING			79,000	52,589	194,487

TOTAL DEPARTMENT APPROPRIATION

-	-	148,517	151,920	262,106
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Allocation of Positions:

CLIMATE ACTION COORDINATOR		0.50	0.50	0.50
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Total Full Time Equivalent Employees

0.50	0.50	0.50
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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)
	\$25,000 - Pavilion Resilience Hub feasibility study (transfer from Fund 05, Dept 905, Pavilion Microgrid Design & Development)
	\$20,737 - Assistance with SB 1383 implementation (carryover from FY 2022-23; funded by CalRecycle SB 1383 Local Assistance Grant)
822	Program Implementation includes:
	\$10,000 - Electric landscape equipment rebate program (carryover from FY 2022-23)
	\$ 7,000 - Reusable cups for Fairfax Festival or other events (funded by Zero Waste Grant)
	\$15,000 - Water bottle refill station in Peri Park (funded by CalRecycle and Zero Waste Grants)
	\$ 7,750 - EV & E-bike show (\$5K); Orange Outlet pilot program (\$2.5K); Marin Green Home Tour sponsorship
	\$15,000 - Streetlight EV charging pilot (approximately \$13,000 available in TAM & MCE rebates)
	\$12,000 - Micromobility charging network (\$1,500 available per level 1 charger from TAM)
	\$10,000 - Outreach materials (\$2,400 carryover from FY 2022-23)
	\$10,000 - E-bike incentive/rebate program (\$5,000 carryover from FY 2022-23)
	\$20,000 - Electric appliance rebate program (\$10,000 carryover from FY 2022-23)

PARKS MAINTENANCE

ORGANIZATION:

This division is comprised of the following personnel:

- 1 Senior Maintenance Worker
- .25 Maintenance Worker

Total = 1.25 FTE

Staff maintains all the Town owned parks including Peri, Bolinas, "Doc" Edgar and Frank Lawrence, parking lots, and landscaped areas. Repairs park equipment as needed. Assists with Town sponsored events such as the Fairfax Festival. Provides assistance to the Streets Division as needed.

ACCOMPLISHMENTS AND GOALS

- New Swing Set Installed at Perl Park
- Two new Redwood Trees planted in Peri Park
- New Split Rail Fence to be installed along Fairfax Creek
- Initiated conceptual project to add debris catcher along Fairfax Creek and make flood control improvements and stabilize creek banks
- Installed annual holiday lights in Parkade
- Installed new 'triplet' cart garages for Compost, Recycling and Landfill at multiple locations in town with assistance from Street Division
- Purchased new electric sit-down mower for use by Parks Department for use at all town parks and fields.
- Implement Tree Maintenance Plan approved in FY 2020/21



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
Actual	Actual	ADOPTED	Projected	DRAFT

PERSONNEL

401 REGULAR SALARIES	107,097	105,714	115,826	127,883	124,594
411 REG PART-TIME SALARIES	200	-	-	-	-
415 ACCRUED LEAVE CASHOUT	-	3,792	5,569	4,091	5,791
461 OVERTIME	431	2,533	-	2,343	-
491 HEALTH INSURANCE	36,603	36,986	39,609	46,479	40,685
492 WORKERS COMP.	4,928	3,869	4,892	7,066	4,024
493 RETIREMENT	12,498	11,734	12,874	14,271	15,616
494 MEDICARE	1,467	1,610	1,637	1,994	1,758
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	10,000	9,280	11,169	10,359	11,199
611 ALLOWANCES	750	5,988	1,350	7,583	1,350
SUBTOTAL PERSONNEL	173,974	181,505	192,926	222,071	205,017

OPERATING EXPENSES

641 EQUIPMENT RENTAL	341	333	525	900	900
721 FIELD EQUIP MAINT.	-	-	525	-	500
722 VEHICLE MAINTENANCE	-	452	1,050	-	500
801 WATER	22,264	47,514	21,000	30,494	25,000
802 POWER	1,707	1,196	2,415	1,815	2,000
821 OUTSIDE SERVICES	21,414	25,834	31,750	29,926	32,000
841 SMALL TOOLS	538	3,172	1,050	5,636	4,500
842 SPECIAL DEPT SUPPLIES	3,850	7,883	10,000	9,005	10,000
851 UNIFORM	638	834	638	638	638
881 SPECIAL SERVICES	-	-	-	-	-
SUBTOTAL OPERATING	50,752	87,218	68,953	78,413	76,038

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

224,725	268,723	261,879	300,484	281,055
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Allocation of Positions:

CONSULTING PW DIRECTOR	0.125	-	-	-	-
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

SEE NOTE

Total Full Time Equivalent Employees

1.63	1.50	1.50	1.50	1.50
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NOTES: 821 Tree trimming and replacement of sidewalk trees.
 Maintenance of Peri park redwoods
 Trail Maintenance

RECREATION AND COMMUNITY SERVICES

ORGANIZATION

This department is comprised of the following personnel who are part-time hourly staff:

- 1 Recreation and Community Service (RCS) Manager (.7 FTE)
 - 1 Events & Volunteers (E&V) Coordinator (.5 FTE)
- = 1.2 FTE hourly/ part-time employees.

Fairfax Recreation and Community Services Department brings together the resources of town staff who all focus on community services, classes and events.

The RCS Manager oversees the department including classes, Pavilion rentals and programs, park projects, and youth and senior recreational programs/activities. The E&V Coordinator focuses on coordinating Town events/activities and supporting the Parks and Recreation Commission (PARC) and Volunteer Board activities.

Fairfax Recreation has appreciated the ability to improve local community services, enhance utilization of our buildings and parks, and increase revenue for the Town of Fairfax. With the help of the Measure F and the General Fund we are able to establish high quality and affordable events and programs for the community.

2022 - 2023 ACCOMPLISHMENTS

- Developed content and oversaw Town of Fairfax Recreation catalogs reaching all Fairfax households and 150 out-of-Fairfax households
- Created and delivered Age Friendly Fairfax 90 + better celebration gift baskets to 20 residents in 2022.
- Expanded summer camps to include Skate, Spanish, Art and Nature camps and two weeks of Camp Fairfax
- Supported and coordinated Artist in Residence Collaborative efforts, including pop up exhibitions, Fairfax Photo Club and art cart cargo bike in Fairfax Festival parade
- Continued to maintain and enhance approximately 25 new and ongoing regularly programmed classes and events across all age groups
- Provided Quarterly Reports to Town Council with financials
- Brought back the Craft Faire and combined it with wreathmaking – hosting 45 vendors and 10 youth vendors
- Organized Town-wide picnic and collaborated with Spahr Center of Marin for drag show performance
- Sponsored 2nd annual menorah lighting ceremony in the Bolinas Park in December with the support of the Volunteer Board
- Hosted annual Spring Egg Hunt in Bolinas Park
- Arranged for donation of rainbow flags for display on downtown lamp posts during Pride Month
- Sponsored Rock the Bike booth to include spin art and charging station at Fairfax Festival

2023 - 2024 GOALS AND OBJECTIVES

- Develop content and oversee two seasonal brochures for community (with reduced size and cost)
- Continue to offer year-round programming with in-person and online options, including summer camps
- Expand youth programs and budget for middle and high school students with Music series, Open Mic Nights, Movie Nights on ballfield and more
- Continue to help advance Age Friendly Fairfax with expanded budget to meet the needs and growth of this program
- Continue to support Artist in Residence Collaborative programming by increasing budget to support Art Walk, Pop Up events and other activities
- Pursue outdoor fitness stations for recreational activities
- Upgrade cement pad of Rotating Art Exhibit in the Parkade
- Continue to offer Special Events, such as the Spring Egg Hunt, Town-wide picnic, Holiday Craft Faire & Wreathmaking event, and support special projects that come before the Parks & Recreation Commission or the Volunteer Board for sponsorship



Town of Fairfax

2023-24 Operating Budget

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

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
411 REGULAR PT SALARIES	23,900	29,559	27,216	28,495	27,900
491 HEALTH/LIFE INS	750	5,748	750	1,777	750
492 WORKERS COMP	873	923	1,084	1,084	880
493 RETIREMENT	3,109	4,516	3,375	3,378	3,962
494 MEDICARE	323	625	363	386	372
495 FICA/PTS	-	-	-	-	-
496 PERS UAL/SIDEFUND	3,000	2,272	2,734	2,341	2,741
611 ALLOWANCES	300	2,335	300	353	300
SUBTOTAL PERSONNEL	32,255	45,978	35,823	37,814	36,906

SEE NOTE

OPERATING EXPENSES

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
711 OFFICE EQUIP MAINT.	-	-	158	-	165
801 WATER	-	-	210	-	221
804 TELEPHONE	271	271	735	276	772
811 POSTAGE	550	488	420	599	441
813 OFFICE SUPPLIES	979	662	525	133	551
822 TAM SERVICES	-	4,495	-	-	-
842 SPECIAL DEPT SUPPLIES	3,275	5,603	4,250	4,250	5,000
SUBTOTAL OPERATING	5,074	11,519	6,298	5,258	7,150

SEE NOTE

SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

37,329 57,497 42,120 43,072 44,056

Allocation of Positions:

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

SEE NOTE

Total Full Time Equivalent Employees

0.25 0.75 0.25 0.25 0.25

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



Town of Fairfax

2023-24 Operating Budget

FUND 01 GENERAL FUND
ACTIVITY 617 RECREATION EVENTS

ACTIVITY DESCRIPTION

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

DEPARTMENT SUMMARY

FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	16,127	15,592	25,734	17,608	36,234
411 REGULAR PT SALARIES	23,899	22,188	19,553	25,162	25,162
415 ACCRUED LEAVE CASHOUT	-	-	-	-	-
491 HEALTH INSURANCE	4,268	3,339	4,835	4,480	5,569
492 WORKERS COMP	1,517	1,511	1,804	1,804	1,941
493 RETIREMENT	5,204	4,480	6,743	5,303	7,788
494 MEDICARE	546	536	604	600	820
496 PERS UAL/SIDEFUND	3,000	2,745	5,182	3,327	5,196
611 ALLOWANCES	300	2,913	300	1,100	420
SUBTOTAL PERSONNEL	54,861	53,303	64,755	59,384	83,130

OPERATING EXPENSES

811 POSTAGE	-	-	-	-	-
813 OFFICE SUPPLIES	-	-	-	-	-
821 OUTSIDE SERVICES	-	-	-	-	-
878 FFX ARTS & CULTURE COLLAB	10,779	7,601	10,000	8,109	10,000
881 SPECIAL SERVICES	1,145	2,139	1,200	362	1,200
SUBTOTAL OPERATING	11,923	9,739	11,200	8,471	11,200

SEE NOTE
SEE NOTE

TOTAL DEPARTMENT APPROPRIATION

66,784 63,043 75,955 67,855 94,330

Allocation of Positions (FTE):

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

Total Full Time Equivalent Employees

0.55 0.46 0.64 0.64 0.64

NOTES:

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
878 Fairfax Arts & Culture Collaborative					
- Artist in Residence	2,146	4,000	3,000	3,000	4,500
- Fairfax Theater Co	3,522	3,177	3,500	3,500	3,500
- Art Collaboration Activities	1,340	423	500	409	3,500
881 Special Services					
- Spring Egg Hunt			400	400	400
- Alice in Wonderland Tea			400	400	400
- Special Events	1,141		400	400	400

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



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
Actual	Actual	ADOPTED	Projected	DRAFT

PERSONNEL

411 REGULAR PT SALARIES	116,047	133,057	73,204	70,436	56,907
415 ACCRUED LEAVE CASHOUT	-	-	-	2,768	-
491 HEALTH/LIFE INS	3,000	3,040	1,500	1,500	1,050
492 WORKERS COMP.	4,419	2,336	2,940	2,940	1,808
493 RETIREMENT	14,409	10,285	3,946	3,946	4,553
494 MEDICARE	1,584	1,907	984	984	765
495 FICA/PTS	1,200	-	-	-	-
611 ALLOWANCES	-	8,150	600	600	420
SUBTOTAL PERSONNEL	140,659	158,775	83,174	83,174	65,502

OPERATING EXPENSES

804 TELEPHONE	2,087	2,266	882	840	900
805 CABLE	-	-	-	-	-
821 OUTSIDE SERVICES	2,775	8,155	20,000	17,540	20,000
822 PROFESSIONAL SERVICES	134	178	-	72	-
842 SPECIAL DEPT SUPPLIES	841	5,002	4,000	3,724	4,000
843 SENIOR PROGRAMS	21,475	18,890	25,000	18,470	25,000
861 MEETING/CONF & TRAVEL	-	-	210	-	225
881 SPECIAL SERVICES	9,083	5,840	5,000	4,122	5,000
890 MISCELLANEOUS	1,108	1,597	840	1,633	1,600
SUBTOTAL OPERATING	37,503	41,929	55,932	46,401	56,725

TOTAL DEPARTMENT APPROPRIATION

178,162 200,705 139,106 129,574 122,227

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

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

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

411 REGULAR PT SALARIES			4,130	4,412	4,130
492 WORKERS COMP.			-	183	-
494 MEDICARE			71	60	75
495 FICA/PTS			183	310	192
492 WORKERS COMP.			-	-	-
SUBTOTAL PERSONNEL	-	-	4,384	4,965	4,397

OPERATING EXPENSES

821 OUTSIDE SERVICES	SEE NOTE			-	-
822 PROFESSIONAL SERVICES		6,448	5,380	4,935	8,245
842 SPECIAL DEPT SUPPLIES		1,613	1,500	1,277	1,000
890 MISCELLANEOUS		-	-	-	-
SUBTOTAL OPERATING		1,613	8,541	6,880	9,245

TOTAL DEPARTMENT APPROPRIATION

1,613	8,541	11,264	11,177	13,642
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Allocation of Positions:

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

Total Full Time Equivalent Employees

0.17	0.17	0.17
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NOTES:

821 Expenses are offset by tuition fees and donations.

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

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

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





Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

401 REGULAR SALARIES	15,318	15,120	16,588	16,522	17,228
421 TEMP LABOR	-	-	-	-	-
415 ACCRUED LEAVE CASHOUT	-	-	796	-	828
461 OVERTIME	-	330	-	629	-
491 HEALTH INSURANCE	6,499	6,316	6,966	7,560	6,803
492 WORKERS COMP.	598	572	703	703	580
493 RETIREMENT	1,245	1,168	1,284	1,282	1,378
494 MEDICARE	200	215	236	243	245
611 ALLOWANCES	225	1,094	331	1,417	225
SUBTOTAL PERSONNEL	24,084	24,815	26,904	28,356	27,287

OPERATING EXPENSES

731 BLDG-GROUNDS MAINT.	SEE NOTE	19,138	43,353	39,121	17,747	28,321
801 WATER		1,314	1,445	1,600	2,040	1,600
802 POWER		2,504	802	2,500	2,382	2,500
803 SANITARY		-	2,545	3,400	-	3,400
804 TELEPHONE		340	491	450	521	450
821 OUTSIDE SERVICES		-	-	500	-	500
822 PROFESSIONAL SERVICES	SEE NOTE	9,350	-	5,500	-	5,500
841 SMALL TOOLS		-	-	-	-	-
842 SPECIAL DEPT SUPPLIES	SEE NOTE	1,297	2,496	2,000	3,236	2,000
851 UNIFORM		106	106	142	142	106
SUBTOTAL OPERATING		34,048	51,238	55,213	26,066	44,377

TOTAL DEPARTMENT APPROPRIATION

58,133	76,053	82,117	54,422	71,664
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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

2023-24 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 another department.

DEPARTMENT SUMMARY	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
PERSONNEL					
491 RETIREE HEALTH BENEFITS SEE NOTE	65,531	82,204	85,116	85,116	89,372
492 WORKERS COMP ADJ	(1,742)	34,752		(2,807)	
493 RETIREMENT/PARS	2,554		12,600	-	13,230
SUBTOTAL PERSONNEL	66,343	116,956	97,716	82,309	102,602
OPERATING EXPENSES					
822 PROFESSIONAL SERVICES SEE NOTE	170,631	178,144	239,006	239,006	251,266
842 SPECIAL DEPT SUPPLIES	834	663	4,200	4,200	4,410
871 LIAB & PROP INSURANCE SEE NOTE	190,251	243,737	258,135	283,271	346,577
881 SPECIAL SERVICES SEE NOTE	21,345	3,748	100,800	100,800	105,840
890 MISCELLANEOUS SEE NOTE	67,392	4,442	250,000	25,551	150,000
891 CLAIMS - WC / SETTLEMENTS SEE NOTE	1,214	18,583	148,000	64,712	150,000
895 COUNTY LOANS SEE NOTE	110,385	114,133	118,130	118,130	-
896 CERTB/OPEB	100,000	100,000	150,000	150,000	150,000
SUBTOTAL OPERATING	662,052	663,450	1,268,271	985,670	1,158,093
TOTAL DEPARTMENT APPROPRIATION	728,394	780,406	1,365,987	1,067,980	1,260,695

NOTES:	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
822 ASSOC OF BAY AREA GOVTS (ABAG) NOW > MCC	2,528	2,459	2,603	2,603	2,603
CHARGE POINT, Inc	3,260				
COMMUNITY MEDIA OF MARIN (CMCM) (WEBCAST)	3,960	5,748	9,000	9,000	9,000
COUNTY OF MARIN MIDAS ACCOUNT (ETHERNET)	18,090	16,760	16,716	15,434	16,716
COUNTYWIDE HOMELESS PROGRAM (SAN RAFAEL)		11,781	11,781	11,781	11,781
FAIRFAX CHAMBER OF COMMERCE			500		500
LEAGUE OF CALIFORNIA CITIES (MEMBERSHIP)	4,429	4,912	5,000	5,049	5,000
MANDATORY MEDIATION			3,500		-
MARIN COUNTY TAX COLLECTOR (LAFCO)	5,616	4,770	8,000	5,415	8,000
MARIN COUNTY TRANSIT DIST (YELLOW BUS)			35,500	30,500	35,500
MARIN GENERAL SERVICES (Humane Society, General, Mediation)	106,717	104,003	117,406	126,055	133,166
MARIN IT, INC (IT MAINT & EQUIP)	18,031	23,080	24,000	20,000	24,000
R3 CONSULTING (SOLID WASTE RATE REVIEW)			SEE 514	2,888	SEE 514
SUSTAINABLE FAIRFAX (ZERO WASTE GRANT ADM)			SEE 514		SEE 514
OTHER (FY 20-21 Small Business Rec.Fund MARILINK.Inc)	8,000	4,630	5,000	40	5,000
	170,631	178,143	239,006	228,765	251,266
491 includes CalPERS PEMHCA payments and OPEB retiree payments					
471 Insurance is provided through Bay Cities Joint Powers Insurance Agency. Premiums shown are net of \$45K from reserves					
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

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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PERSONNEL

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

OPERATING EXPENSES

803 SANITARY/DUMP	-	3,736	500	-	
821 OUTSIDE SERVICES	2,673	4,287	3,000	167	3,000
822 PROFESSIONAL SERVICES	67,223	73,252	66,000	45,578	50,000
842 SPECIAL DEPT SUPPLIES	7,959	6,992	12,000	5,240	6,000
851 CLOTHING	-	-		-	
SUBTOTAL OPERATING	77,854	88,266	81,500	50,984	59,000
SUBTOTAL APPROPRIATION	77,854	88,266	81,500	50,984	59,000

SEE NOTE
SEE NOTE

ALLOCATION TO DEPARTMENTS

731 BLDG-GROUNDS MAINT.	(47,917)	(88,266)	(81,500)	(50,984)	(59,000)
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TOTAL DEPARTMENT APPROPRIATION

29,937	(0)	-	-	-
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Allocation of Positions:

MAINT. LEADWORKER	-
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Total Full Time Equivalent Employees

ALLOCATION OF BUILDING MAINTENANCE

TO DEPARTMENTS:

	FY 22	JANITOR	OTHER	FY 23
211 TOWN MANAGER	2,549	2,650	300	2,927
221 TOWN CLERK	2,549	2,650	300	2,946
241 FINANCE	2,549	2,650	300	2,946
311 PLANNING	2,549	2,650	300	2,981
321 BUILDING INSP	2,549	2,650	300	2,968
411 POLICE	12,746	13,250	1,500	14,742
510 PUBLIC WORKS ADM	510	530	60	594
511 STREET MAINT/PW	510	530	60	573
625 RENTAL - W/C PAVILION	24,472	25,440	2,880	28,321
	50,984	53,000	6,000	59,000

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



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Actual	ADOPTED	Projected	DRAFT
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			13,862,762	100.0%	
Fund #	Description			Approp.	
02	Dry Period Reserve	Undesignated	1,000,000	7.2%	
01	General Fund	Undesignated	1,684,554	12.2%	
03	Equipment Replacement	Designated	195,002	1.4%	
04	Building & Planning Fees	Designated	160,989	1.2%	
05	Building Reserve	Designated	139,286	1.0%	
06	Retirement	Designated	255,032	1.8%	
08	Office Equipment	Designated	39,642	0.3%	
Total General Fund Reserves			3,474,504	25.1%	
			Designated	789,951	5.7%
			Undesignated	2,684,554	19.4%
Designated means identified for future, specific use					



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		266,993	194,074		327,899	245,002
REVENUES						
090 901 SALE OF ASSETS			44,322		13,500	
SUBTOTAL REVENUES		-	44,322	-	13,500	-
APPROPRIATIONS						
903 920 SOLAR PANEL LEASE	SEE NOTE	16,600	16,600	16,600	16,600	-
923 921 FIELD EQUIPMENT	SEE NOTE	56,319	(6,102)	366,000	179,797	150,000
SUBTOTAL APPROPRIATIONS		72,919	10,498	382,600	196,397	150,000
TRANSFERS						
100 910 CAPITAL LEASE FINANCING						
100 931 TSFR FROM 01-GEN FUND	SEE NOTE		100,000	100,000	100,000	100,000
SUBTOTAL TRANSFER		-	100,000	100,000	100,000	100,000
NET DEPARTMENT ACTIVITY		(72,919)	133,824	(282,600)	(82,897)	(50,000)
ENDING FUND BAL		194,074	327,899		245,002	195,002

COMPONENTS OF FUND BALANCE:

VEHICLE REPLACEMENT RESERVE 195,002

NOTES:	ORIGINAL	LAST PMT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
921 FIELD EQUIPMENT						
RADIOS				5,000		
MOBILE COMPUTING					30,000	
Note Maintenance costs for equipment is charged to the specific department using the equipment.						
VEHICLE LEASE/PURCHASES						
FY18 POLICE CAR (2)	93,657	02/19/21	24,489			
POLICE CAR			31,830			
FY21 POLICE CARS (2)				CARRYOVER	95,000	
FY23 POLICE CAR					64,000	
FY23 FLEET ELECTRIFICATION					CARRYOVER	150,000
REPLACE GAS POWERED EQ					27,000	
TOTAL			96,032	5,000	216,000	150,000
931 Vehicle replacement reserve to (1)replace vehicles subject to environmental legislation; and (2) police vehicles						
996 FY09 SOLAR PANEL LEASE	249,000	8/28/2022	16,600	16,600	16,600	-



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		333	60,018		249,551	135,489
REVENUES						
030 311	BUILDING PERMITS	172,373	157,400	170,000	181,555	170,000
030 312	GENERAL PLAN MAINTENANCE FEES	7,360	6,928	6,000	7,364	6,000
030 313	TECHNOLOGY IMPROVEMENT FEES	8,428	9,252	8,500	9,337	8,500
030 314	ENCROACHMENT FEES	-	-	-	-	-
030 315	HOUSING INSPECTIONS	48,530	50,396	46,000	24,158	46,000
030 316	STATE GREEN FEES	887	724	750	831	750
030 317	SEISMIC FEES	1,264	1,690	1,450	1,921	1,450
030 318	PLAN RETENTION	346	577	300	204	300
030 319	STREET UTILITY ENCROACHMENT PERMITS	78,202	87,393	72,000	82,298	72,000
030 320	ROAD IMPACT FEES	163,022	190,358	177,000	197,151	177,000
030 321	INFRASTRUCTURE IMPROV FEES	9,311	9,252	8,500	9,337	8,500
	TOTAL PERMITS AND FEES	489,723	513,970	490,500	514,154	490,500
080 801	ZONING & FILING FEES	76,414	82,780	55,000	109,114	55,000
080 805	BUILDING PLAN CHECK FEES	41,267	67,833	50,000	38,636	50,000
080 806	ENGINEERING PLAN CHECKS	18,171	24,950	30,000	24,034	30,000
080 814	MISCELLANEOUS	14,110				
	TOTAL CURRENT CHARGES	149,962	175,563	135,000	171,784	135,000
	SUBTOTAL REVENUES	639,684	689,533	625,500	685,938	625,500
APPROPRIATIONS						
					-	
					-	
					-	
	SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS						
725 971	TSFR TO 01-GENERAL FUND	(580,000)	(500,000)	(600,000)	(800,000)	(600,000)
	SUBTOTAL TRANSFER	(580,000)	(500,000)	(600,000)	(800,000)	(600,000)
	NET DEPARTMENT ACTIVITY	59,684	189,533	25,500	(114,062)	25,500
	ENDING FUND BAL	60,018	249,551		135,489	160,989
COMPONENTS OF FUND BALANCE:						
	UNRESERVED	32,897	121,506		108,368	69,048
	RESERVED - PLANNING DEPOSITS	27,121	128,044		27,121	91,941

NOTES:

Reserves are for economic downturns and deposits from developers.
 Victory Village reimbursement agreement defers \$200,000 of revenues for five years
 Street Opening is encroachment permits for road work (e.g., PG&E, utilities)



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
BEGINNING FUND BAL		61,395	82,791		150,561	239,286
REVENUES						
050 502 INVESTMENT EARNINGS					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
924 921 FIELD EQUIPMENT						
905 932 ENERGY IMPROVEMENTS SEE NOTE		4,975		75,000	-	50,000
905 821 OUTSIDE SERVICES SEE NOTE			22,230	175,000	36,275	175,000
SUBTOTAL APPROPRIATIONS		4,975	22,230	250,000	36,275	225,000
TRANSFERS						
725 971 TSFR TO 03-EQUIPMENT REPLACEMENT						
100 931 TSFR FROM 01-GENERAL FUND		10,000	90,000	125,000	125,000	125,000
SUBTOTAL TRANSFER		10,000	90,000	125,000	125,000	125,000
NET DEPARTMENT ACTIVITY		21,395	67,770	(25,000)	88,726	(100,000)
ENDING FUND BAL		82,791	150,561		239,286	139,286

COMPONENTS OF FUND BALANCE:

DESIGNATED FOR BUILDING IMPROVEMENT
 UNDESIGNATED 139,286

CURRENT PROJECTS:

	TOTAL	FY24
COMMUNITY CENTER UPGRADE/PHONES/SEWER LINES	80,000	80,000
TOWN HALL - OFFICE MODIFICATIONS/PHONE	70,000	70,000
FIRE STATION MODIFICATIONS	325,000	25,000
WOMEN'S CLUB/TOWN HALL ELECTRIFICATION & ENERGY IMPROVEMENTS	50,000	50,000
PAVILION MICROGRID DESIGN & DEVELOPMENT (moved to dept 514)	25,000	see 514
TOTALS	550,000	225,000

NOTES:

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

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



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
BEGINNING FUND BAL		167,010	130,996		186,266	173,632
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	1,668,859	1,767,853	1,884,600	1,891,382	2,004,900
010 102	PROPERTY TAX - CURRENT UNSEC	1,032	5,814		23,794	-
010 103	PROPERTY TAX - PRIOR YEARS	26	7,259		-	-
010 110	SUPPLEMENTAL PROPERTY TAX	48,179	56,827	62,900	62,207	65,900
050 607	SECURED HOPTR	10,890	11,080	10,700	9,984	10,600
050 500	MISC INTEREST		6,436		-	-
	SUBTOTAL REVENUES	1,728,986	1,855,270	1,958,200	1,987,366	2,081,400
			3.63%	7.30%	5.55%	7.12%
						4.73%
TRANSFERS						
725 971	TSFR TO 01-GENERAL FUND	(1,765,000)	(1,800,000)	(1,700,000)	(2,000,000)	(2,000,000)
	SUBTOTAL TRANSFER	(1,765,000)	(1,800,000)	(1,700,000)	(2,000,000)	(2,000,000)
NET DEPARTMENT ACTIVITY		(36,014)	55,270	258,200	(12,634)	81,400
ENDING FUND BAL		130,996	186,266		173,632	255,032

Retirement Costs - Recap by Department	ALLOCATION	FY24			TOTAL	
		UAL PAYMT	REFI PMT	ER PERS		
111 Town Council	0.29%		1,905	576	2,481	
112 Town Treasurer	0.00%			288	288	
211 Town Manager	1.06%		7,100	20,479	27,579	
221 Town Clerk	0.00%		-	19,980	19,980	
231 Personnel	0.00%		-	10,839	10,839	
241 Finance	0.86%		5,772	24,234	30,006	
311 Planning & Building Services	6.50%		43,408	51,445	94,853	
321 Building Inspection & Permits	2.55%		17,029	20,579	37,608	
411 Police	81.79%	7,550	546,487	280,652	834,689	
510 Public Works Administration	1.07%		7,157	24,633	31,790	
511 Street Maintenance	3.02%		20,204	27,799	48,003	
514 Climate & Environment	0.00%		-	8,325	8,325	
611 Park Maintenance	1.68%		11,199	15,616	26,815	
616 Community Services	0.41%		2,741	3,962	6,703	
617 Recreation - Events	0.78%		5,196	7,888	13,084	
621 Recreation - Class/Activities	0.00%		-	4,553	4,553	
622 Summer Camp	0.00%		-	650	650	
625 Rental - Womens Club	0.00%		-	1,378	1,378	
	Subtotal Retirement	100.00%	7,550	668,198	523,876	1,199,625
421 Ross Fire *		SEE NOTE	359,416	-	233,141	592,557
	Total Retirement		366,966	668,198	757,017	1,792,182

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

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
BEGINNING FUND BAL	18,837	51,527		30,625	18,192
REVENUES					
070 733 COPS GRANT	142,690	169,098	170,000	187,567	170,000
SUBTOTAL REVENUES	142,690	169,098	170,000	187,567	170,000
APPROPRIATIONS					
741 842 SPECIAL DEPT SUPPLIES					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO 01-GENERAL FUND	(110,000)	(190,000)	(200,000)	(200,000)	(180,000)
100 931 TSFR FROM 01-GENERAL FUND					
SUBTOTAL TRANSFER	(110,000)	(190,000)	(200,000)	(200,000)	(180,000)
NET DEPARTMENT ACTIVITY	32,690	(20,902)	(30,000)	(12,433)	(10,000)
ENDING FUND BAL	51,527	30,625		18,192	8,192

COMPONENTS OF FUND BALANCE:

NOTES:
COPS funds are distributed by the state to counties



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		55,836	(13,618)		41,239	38,142
REVENUES						
050 502 INVESTMENT EARNINGS					-	
					-	
SUBTOTAL REVENUES		-	-	-	-	-
APPROPRIATIONS						
822 PROFESSIONAL SERVICES	SEE NOTE	25,004	16,540		22,515	25,000
911 OFFICE EQUIPMENT	SEE NOTE	17,644	5,891	30,000	7,382	10,000
912 FINANCIAL SOFTWARE	SEE NOTE	26,806	2,713		3,200	3,500
SUBTOTAL APPROPRIATIONS		69,454	25,143	30,000	33,098	38,500
TRANSFERS						
725 971 TSFR TO 01-GENERAL FUND						
100 931 TSFR FROM 01-GENERAL FUND		-	80,000	30,000	30,000	40,000
SUBTOTAL TRANSFER		-	80,000	30,000	30,000	40,000
NET DEPARTMENT ACTIVITY		(69,454)	54,857	-	(3,098)	1,500
ENDING FUND BAL		(13,618)	41,239		38,142	39,642
COMPONENTS OF FUND BALANCE:						
DESIGNATED FOR FINANCIAL SOFTWARE		25,000				
COMPUTER/SOFTWARE		30,000				-
UNDESIGNATED		(68,618)	41,239		38,142	39,642

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

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		(19,485)	(19,485)		(34,040)	(24,740)
REVENUES						
090 882 FESTIVAL REVENUE	SEE NOTE	-	53,550		41,000	
090 823 SPONSORS		-	-	3,000	-	3,000
090 824 VENDORS/BOOTH		-	-	35,000	-	35,000
090 825 MERCHANDISE SALES	SEE NOTE			3,000	-	3,000
070 699 OTHER					-	
SUBTOTAL REVENUES		-	53,550	41,000	41,000	41,000
APPROPRIATIONS						
497 OVERTIME REIMB	SEE NOTE	-	-	5,000	5,000	5,000
814 ADVERTISING		-	1,928	2,500	2,500	2,500
815 PRINTING	SEE NOTE	-	-	300	300	300
821 OUTSIDE SERVICES	SEE NOTE	-	17,963	2,500	2,500	2,500
822 PROFESSIONAL SERVICES		-	5,528	7,000	7,000	7,000
882 FAIRFAX FESTIVAL - OTHER		-	28,058	4,000	4,000	4,000
890 MISCELLANEOUS		-	9,628	10,400	10,400	10,400
SUBTOTAL APPROPRIATIONS		-	63,105	31,700	31,700	31,700
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)	4,300	9,300	9,300
ENDING FUND BAL		(19,485)	(34,040)		(24,740)	(15,440)

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

2023-24 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 replaces Measure J, expired June 2020. Oversight of Measure F expenditures is by a citizen committee.

FUND SUMMARY	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
BEGINNING FUND BAL	78,657	6,588		7,266	27,307
REVENUES					
010 120 MUNICIPAL SERVICES TAX	712,931	725,678	744,000	750,041	767,760
SUBTOTAL REVENUES	712,931	725,678	744,000	750,041	767,760
APPROPRIATIONS					
715 996 DEBT SERVICE				-	
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 971 TSFR TO FUND 01 - GENERAL FUND	(745,000)	(665,000)	(675,000)	(675,000)	(726,800)
725 951 TSFR TO FUND 51 - CIP GRANTS	(20,000)	(30,000)	(25,000)	(25,000)	(30,000)
725 953 TSFR TO FUND 53 - CIP TOWN	(20,000)	(30,000)	(30,000)	(30,000)	(33,200)
SUBTOTAL TRANSFER	(785,000)	(725,000)	(730,000)	(730,000)	(790,000)
NET DEPARTMENT ACTIVITY	(72,069)	678	14,000	20,041	(22,240)
ENDING FUND BAL	6,588	7,266		27,307	5,067
ALLOCATION OF REVENUES:					
50% POLICE SERVICES	378,000	358,000	368,000	368,000	395,000
37% FIRE SERVICES	289,000	269,000	269,000	269,000	292,300
5% YOUTH & SENIOR PROGRAMS	38,000	38,000	38,000	38,000	39,500
0% PUBLIC WORKS IMPROVEMENTS	20,000	30,000			
0% WILDFIRE PREVENTION/TRAIL IMPROV	40,000	30,000			
8% MATCHING FUNDS FOR GRANTS	20,000	-	55,000	55,000	63,200
100% TOTAL	785,000	725,000	730,000	730,000	790,000
	-	-	-	-	-

DESIGNATION OF FUND BALANCE:

NOTES:

Measure F funds are transferred and spent from other funds



Town of Fairfax

2023-24 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 18 cents per gallon, Effective 11/1/17 the base excise tax increased to 30 cents per gallon.

FUND SUMMARY	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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BEGINNING FUND BAL	164,170	143,188		12,917	4,108
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REVENUES

060 611 Gas Tax - Section 2103 (Prop 42)	SEE NOTE	49,644	63,584	73,848	73,848	75,212
060 604 Gas Tax - Section 2106		33,943	32,406	34,964	34,964	35,884
060 605 Gas Tax - Section 2107		46,293	60,436	66,089	66,089	59,823
060 606 Gas Tax - Section 2107.5		2,000	2,000	2,000	2,000	2,000
060 608 Gas Tax - Section 2105		37,909	44,348	48,376	48,376	49,805
060 610 Gas Tax - Road Main & Rehab	SEE NOTE	133,229	155,302	170,914	170,914	187,627

TOTAL REVENUES		303,018	358,076	396,191	396,191	410,351
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APPROPRIATIONS

SUBTOTAL		-	-	-	-
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TRANSFERS

725 971 TSFR TO FUND 01 - GENERAL FUND		(175,000)	(120,000)	(120,000)	(90,000)	(145,000)
725 951 TSFR TO FUND 51 - CIP GRANTS		(149,000)	(193,347)	(140,000)	(140,000)	(60,000)
725 953 TSFR TO FUND 53 - CIP TOWN			(175,000)	(175,000)	(175,000)	(200,000)

SUBTOTAL		(324,000)	(488,347)	(435,000)	(405,000)	(405,000)
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NET DEPARTMENT ACTIVITY		(20,982)	(130,271)	(38,809)	(8,809)	5,351
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ENDING FUND BAL		143,188	12,917		4,108	9,459
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FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
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GAS TAX - CIP APPROPRIATIONS

51	810 SS&R SELECTED STREETS		100,000	100,000	100,000	100,000
51	813 SS&R SEL ROADS (SCENIC@RIDGE)	129,000				
51	856 MEADOW WAY BRIDGE		66,967	40,000	40,000	40,000
51	871 SPRUCE, MARIN, CANYON		26,380			
53	804 SIDEWALK REPLACE/REPAIR	20,000				
53	887 STREET RESUFACING & REPAIR		175,000	175,000	175,000	175,000
53	894 PARKADE					
		149,000	368,347	315,000	315,000	315,000

NOTES:

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



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
BEGINNING FUND BAL	237,658	161,128		304,348	351,689
REVENUES					
060 920 MEASURE A&B FUNDS	134,830	143,220		195,119	200,000
SUBTOTAL REVENUES	134,830	143,220	-	195,119	200,000
APPROPRIATIONS					
715 893 VARIOUS					
SUBTOTAL APPROPRIATIONS	-	-	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANTS	(71,360)		(294,240)	(147,777)	(81,360)
725 953 TSFR TO FUND 53 - CIP TOWN	(140,000)				(250,000)
725 971 TSFR TO FUND 01 - GENERAL FUND					
SUBTOTAL TRANSFER	(211,360)	-	(294,240)	(147,777)	(331,360)
NET DEPARTMENT ACTIVITY	(76,530)	143,220	(294,240)	47,342	(131,360)
ENDING FUND BAL	161,128	304,348		351,689	220,329

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
MEASURE A TRANSPORTATION - APPROPRIATIONS					
51 810 SS&R SELECTED ROADS	134,830	78,050	78,050	-	78,050
51 813 SS&R SCENIC RD	-	134,830	134,830	134,820	134,830
51 816 CANYON RD STABILIZATION	71,360	81,360	81,360	12,958	81,360
53 887 STREET RESURFACING & REPAIR	140,000				
	346,190	294,240	294,240	147,777	294,240
			-	-	(37,120)

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

SEE APPENDIX A-7 FOR MEASURE A WORKPLAN)



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		138,505	66,685		126,129	179,358
REVENUES						
060 920 MEASURE A FUNDS		31,700	69,848	26,655	32,745	70,873
SUBTOTAL REVENUES		31,700	69,848	26,655	32,745	70,873
APPROPRIATIONS						
715 893 VARIOUS		90,501				
SUBTOTAL APPROPRIATIONS		90,501	-	-	-	-
TRANSFERS						
100 941 TSFR FROM FUND 51 - CIP GRANTS		-			57,018	
725 951 TSFR TO FUND 51 - CIP GRANT		(13,019)	(10,404)	(39,973)	(36,534)	(40,000)
725 972 TSFR TO FUND 73 - OPEN SPACE		-				
SUBTOTAL TRANSFER		(13,019)	(10,404)	(39,973)	20,484	(40,000)
NET DEPARTMENT ACTIVITY		(71,819)	59,444	(13,318)	53,229	30,873
ENDING FUND BAL		66,685	126,129		179,358	210,231
MEASURE A PARKS - APPROPRIATIONS						
51-820 RENOVATION OF WOMENS CLUB				19,973	9,152	
51-841 TRAIL REPAIR & IMPROVEMENT		10,501	10,404	20,000	6,200	
51-841 REPLC OF PERI PARK EQUIPMENT		80,000			21,182	
APPROPRIATIONS		90,501	10,404	39,973	36,534	-
ADDITIONAL APPROVED WORKPLAN ITEMS:						
51-820 RENOVATION OF WOMENS CLUB		19,973	19,973	1,000		50,000
51-841 TRAIL REPAIR & IMPROVEMENT		45,024	34,620	30,000		50,000
51-841 PLATFORM FOR PUBLIC ART				5,000		5,000
51-841 PERI PARK EXERCISE EQUIP.		8,877	8,877			
51-841 PERI PARK PUMP TRACK		10,000	10,000			
51-841 REPLC OF PERI PARK EQUIPMENT		19,371	19,371			
51-841 PERI PARK PLAYGROUND & SWING REPL		6,000	6,000	39,919		
51-841 PERI PARK CREEKBANK RESTORATION						45,231
73-673 PARKLAND ACQUISITION		87,500	87,500	100,000		100,000
		196,745	186,341	215,892		250,231

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 is reallocated to pay for Peri Park playground equipment

See Appendix for Measure A Parks annual workplan



Town of Fairfax

2023-24 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 Council will conduct a special workshop to discuss the allocation of funding. 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		-		866,338	1,766,049
REVENUES					
070 711 FEDERAL/STATE GRANT REVENUE		899,711	900,000	899,711	
SUBTOTAL REVENUES	-	899,711	900,000	899,711	-
APPROPRIATIONS					
715 893 VARIOUS		33,373			-
SUBTOTAL APPROPRIATIONS	-	33,373	-	-	-
TRANSFERS					
725 951 TSFR TO FUND 51 - CIP GRANT			(150,000)		(150,000)
SUBTOTAL TRANSFER	-	-	(150,000)	-	(150,000)
NET DEPARTMENT ACTIVITY		866,338	750,000	899,711	(150,000)
ENDING FUND BAL		866,338		1,766,049	1,616,049
FEDERAL STIMULUS FUNDS - APPROPRIATIONS					
Countywide Homeless voucher program (3-5 yr funding)		33,373			
51-827 STORM WATER IMPROVEMENTS			1,700,000		1,700,000
	-	33,373	133,000	-	1,700,000

NOTES:



Town of Fairfax

2023-24 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 .025 per \$100 of Assessed valuation (AV) in FY22-23. The rate in FY23-24 will be .0225 per \$100 of AV.

FUND SUMMARY		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		686,777	604,141		560,973	518,457
REVENUES						
010 101	PROPERTY TAX - CURRENT SEC	458,852	481,584	526,000	511,396	487,890
010 102	PROPERTY TAX - CURRENT UNSEC	293	3,244	300	6,933	6,480
010 103	PROPERTY TAX - PRIOR YEARS	8	562	-	-	-
010 110	SUPPLEMENTAL PROPERTY TAX	13,055	38,021	12,000	17,380	16,290
050 607	SECURED HOPTR	3,200	3,226	3,400	2,743	2,610
SUBTOTAL REVENUES		475,407	526,636	541,700	538,453	513,270
APPROPRIATIONS						
FUND 44 - 2008 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	142,300	157,100	171,800	171,800	191,300
716 996	INTEREST	59,613	50,949	41,411	41,411	30,881
		201,913	208,049	213,211	213,211	222,181
FUND 45 - 2012 GENERAL OBLIGATION REFUNDING BONDS						
716 995	PRINCIPAL	174,300	186,400	198,100	198,100	214,400
716 996	INTEREST	49,606	44,285	38,614	38,614	32,530
		223,906	230,685	236,714	236,714	246,930
FUND 46 - 2016 GENERAL OBLIGATION BONDS						
716 995	PRINCIPAL	109,000	110,000	111,000	111,000	113,000
716 996	INTEREST	18,365	16,065	13,745	13,745	11,393
		127,365	126,065	124,745	124,745	124,393
ADMIN FEES						
821	CONTRACT SERVICES		1,800	2,700	2,700	2,700
871	INSURANCE & FEES	4,860	3,205	3,600	3,600	3,600
SUBTOTAL APPROPRIATIONS		558,043	569,804	580,969	580,969	599,803
NET DEPARTMENT ACTIVITY		(82,636)	(43,168)	(39,269)	(42,516)	(86,533)
ENDING FUND BAL		604,141	560,973		518,457	431,924

NOTES:	Summary of the Town's portion of Measure K Debt Service Payments	Original Issue	Final Payment	Principal Balance		
				6/30/2022	6/30/2023	6/30/2024
Fund 44	2008 Refunding General Obligation Bonds	\$ 1,977,600	8/1/2025	\$ 799,100	\$ 627,300	\$ 436,000
Fund 45	2012 Refunding General Obligation Bonds	\$ 2,772,800	8/1/2027	\$ 1,209,900	\$ 995,500	\$ 770,600
Fund 46	2016 General Obligation Bonds	\$ 1,239,000	8/1/2027	\$ 599,000	\$ 486,000	\$ 367,000
TOTALS				\$ 2,608,000	\$ 2,108,800	\$ 1,573,600

821 Disclosure & dissemination compliance services (Urban Futures)



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
		Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL		1,294	1,294		1,293	1,293
REVENUES						
090 INTERDEPARTMENTAL CHARGES		455,469	553,738	625,101	625,101	668,198
		3,115				
SUBTOTAL REVENUES		481,182	553,738	551,640	625,101	668,198
APPROPRIATIONS						
716 994 DEBT ISSUE/ADMIN			2,100			
716 997 LEASE PAYMENT		455,469	551,639	625,101	625,101	668,198
SUBTOTAL APPROPRIATIONS		481,182	553,739	551,640	625,101	668,198
TRANSFERS						
100 931 TSFR FROM 01-GENERAL FUND						
SUBTOTAL TRANSFER		-	-	-	-	-
NET DEPARTMENT ACTIVITY		-	(1)	-	(0)	0
ENDING FUND BAL		1,294	1,293		1,293	1,293

ALLOCATION OF LEASE PAYMENT TO DEPARTMENTS (496)

01 - 111	Town Council
01 - 211	Town Manager
01 - 241	Finance
01 - 311	Planning & Building Services
01 - 321	Building Inspection & Permits
01 - 411	Police
01 - 510	Public Works Administration
01 - 511	Street Maintenance
01 - 611	Park Maintenance
01 - 616	Volunteers for Fairfax
01 - 617	Recreation

PRIOR

1,850	0.29%	1,905
6,894	1.06%	7,100
5,605	0.86%	5,772
42,150	6.50%	43,408
16,535	2.55%	17,029
530,644	81.79%	546,487
6,950	1.07%	7,157
19,618	3.02%	20,204
10,874	1.68%	11,199
2,662	0.41%	2,741
5,045	0.78%	5,196

UAL/Side Fund charge to departments

648,827

668,198

NOTES:

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



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL	732,609	985,480		916,665	323,823
REVENUES					
070 695 COUNTY			-	-	-
70 864 STATE PARK BOND REVENUE			177,952	-	177,952
070 711 FEDERAL/STATE GRANT REVENUE	158,236	238,155	-	381,662	-
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	193,208	167,651	1,408,220	-	1,408,220
070 600 FED/STATE FINANCING			1,884,806	19,683	3,806
070 699 OTHER				-	
SUBTOTAL REVENUES	351,445	405,806	3,470,978	401,345	1,589,978
APPROPRIATIONS					
821 OUTSIDE SERVICES			-		-
825 ENVIRONMENTAL & PERMITS			108,106		84,106
826 ENGINEERING & DESIGN			1,600,510		1,553,435
827 CONSTRUCTION			2,585,052		770,500
OTHER			450,075		15,000
SUBTOTAL APPROPRIATIONS	355,489	708,372	4,743,743	1,286,481	2,423,041
TRANSFERS					
100 931 TSFR FROM FUND 01 - GENERAL FUND	3,537	-	-	-	171,703
100 941 TSFR FROM FUND 20 - MEASURE F	20,000	30,000	25,000	25,000	30,000
100 942 TSFR FROM FUND 21 - GAS TAX	149,000	193,347	140,000	140,000	60,000
100 956 TSFR FROM FUND 22 - MEAS A TRANS	71,360	-	294,240	147,777	81,360
100 957 TSFR FROM FUND 23 - MEAS A PARK	13,019	10,404	39,973	36,534	40,000
100 TSFR FROM FUND 25 - FEDERAL STIM			150,000		150,000
725 TSFR TO FUND 23 - MEAS A PARK				(57,018)	
SUBTOTAL TRANSFER	256,916	233,751	649,213	292,293	533,063
NET DEPARTMENT ACTIVITY	252,871	(68,815)	(623,552)	(592,843)	(300,000)
ENDING FUND BAL	985,480	916,665		323,823	23,823
ALLOCATION OF APPROPRIATIONS:					
51- 521 PAVILION KITCHEN		5,851	285,635	4,130	285,635
51- 810 ST RESURF & REPAIR - SELECTED SFD		735	178,050	-	20,000
51- 813 ST RESURF & REPAIR - 378 SCENIC RD	4,360	755	220,000	141,697	-
51- 816 ST RESURF & REPAIR - 145 CANYON RD STAB	405	21,878	185,000	12,958	185,000
51- 820 WOMENS CLUB REHABILITATION		7,700	19,973	-	20,000
51- 825 2378 SFD ROAD STAB				-	50,000
51- 826 78 WREDEN				227,667	
51- 827 STORM WATER IMPROVEMENTS		1,875	150,000	670	150,000
51- 829 195 PINE ST		34,653		569,711	
51- 841 MISC PARK & TRAIL IMPROVEMENTS	32,970	10,404	50,000	29,757	50,000
51- 843 AZALEA AVENUE BRIDGE	67,111	58,456	303,806	58,465	303,806
51- 845 103 ROCCA				2,216	150,000
51- 856 MEADOW WAY BRIDGE	114,084	390,053	776,600	201,810	776,600
51- 871 BPMP - SPRUCE, MARIN, CANYON BRIDGE	28,928	18,390	242,000	6,816	242,000
51- 873 CREEK ROAD BRIDGE	28,316	51,638	190,000	16,000	190,000
51- 909 PAVILION SEISMIC RETROFIT	79,315	105,985	2,142,679	14,587	
Totals	355,489	708,372	4,743,743	1,286,481	2,423,041



Town of Fairfax

2023-24 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 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Actual	ADOPTED	Projected	DRAFT
BEGINNING FUND BAL	(453,904)	(567,727)		(905,041)	4,272

REVENUES

070 600 FEDERAL/STATE GRANT REVENUE		188,878	-	361,871	-
070 695 COUNTY				-	
070 720 FEMA					
OTHER/OES	60,904			-	
SUBTOTAL REVENUES	60,904	188,878	-	361,871	-

APPROPRIATIONS

	DETAIL IN NOTES	DETAIL IN NOTES		DETAIL IN NOTES	
821 OUTSIDE SERVICES			100,000		
822 PROFESSIONAL SERVICES			5,000		
825 ENVIRONMENTAL & PERMITS			65,000		
826 ENGINEERING & DESIGN					-
827 CONSTRUCTION					-
828 CONSTRUCTION ENGINEERING					-
699 OTHER					-
SUBTOTAL APPROPRIATIONS	174,727	526,192	170,000	102,558	-

TRANSFERS

100 941 TSFR FROM FUND 01 - GENERAL FUND			170,000	650,000	-
100 941 TSFR FROM FUND 20 - MEASURE F	-	-	-	-	-
100 941 TSFR FROM FUND 53 - CIP TOWN	-	-	-	-	-
SUBTOTAL TRANSFER	-	-	170,000	650,000	-

NET DEPARTMENT ACTIVITY

	(113,823)	(337,314)	-	909,313	-
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ENDING FUND BAL

	(567,727)	(905,041)		4,272	4,272
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ALLOCATION OF APPROPRIATIONS:

52- 560 30 ACACIA				-	
52- 562 111 FRUSTUCK				-	
52- 564 78 WREDEN	3,572			-	
52- 566 378 SCENIC	2,486			-	
52- 815 COVID MEASURES	166,411	56,970		45,862	
52- 825 AZALEA @ SFD (NOW FUND 53)		438,784		-	
52- 881 STORMS 2023				56,696	
Totals	174,727	526,192	-	102,558	170,000

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

2023-24 Operating Budget

FUND

53 CIP - TOWN

DEPT

CAPITAL PROJECTS

This activity encompasses the costs of capital projects funded by Town General Fund revenue
 Additional sources include Measure A (TAM Transportation tax) and Measure F.

FUND SUMMARY	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Actual	ADOPTED	Projected	DRAFT

BEGINNING FUND BAL	(962,411)	(828,604)		(227,461)	187,190
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REVENUES

070 695 COUNTY			-	-	-
060 920 MEASURE A TAM TRANSP TAX	-	-	250,000	-	-
070 711 FEDERAL/STATE GRANT REVENUE	-	254,975	-	-	-
070 699 OTHER SEE NOTE	10,000	10,000	-	-	-
SUBTOTAL REVENUES	10,000	264,975	250,000	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	DETAIL	DETAIL	-	DETAIL	-
825 ENVIRONMENTAL & PERMITS	IN NOTES	IN NOTES	-	IN NOTES	-
826 ENGINEERING & DESIGN			100,000		150,000
827 CONSTRUCTION			770,000	5,349	1,220,000
828 CONSTRUCTION ENGINEERING			-		-
814 OTHER			-		-
SUBTOTAL APPROPRIATIONS	36,193	183,832	870,000	5,349	1,370,000

TRANSFERS

100 931 TSFR FROM FUND 01 - GENERAL FUND	-	315,000	215,000	215,000	790,000
100 941 TSFR FROM FUND 20 - MEASURE F	20,000	30,000	30,000	30,000	33,200
100 942 TSFR FROM FUND 21 - GAS TAX	140,000	175,000	175,000	175,000	200,000
100 946 TSFR FROM FUND 22 - MEAS A TRANS	-	-	-	-	250,000
100 949 TSFR FROM FUND 51 - CIP GRANTS	-	-	-	-	-
725 952 TSFR TO FUND 53 - CIP STORM	-	-	-	-	-
SUBTOTAL TRANSFER	160,000	520,000	420,000	420,000	1,273,200

NET DEPARTMENT ACTIVITY

133,807	601,143	(200,000)	414,651	(96,800)
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ENDING FUND BAL

(828,604)	(227,461)		187,190	90,390
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ALLOCATION OF APPROPRIATIONS:

53- 804 SIDEWALK REPLACE/REPAIR & TREE TRIM	14,350	13,048	40,000	3,000	40,000
53- 825 AZALEA/SDF INTERSECTION		10,445	250,000	-	250,000
53- 830 DOWNTOWN IMPROVEMENTS	-	32,340	80,000	2,349	80,000
53- 887 STREET RESURFACING/REPAIR	17,484	110,814	500,000	-	1,000,000
53- 894 PARKADE IMPROVEMENTS	4,359	17,185	-	-	-
Totals	36,193	183,832	870,000	5,349	1,370,000

NOTES:

699 In-kind contribution (Staff Time)



Town of Fairfax

2023-24 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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 ADOPTED	FY 2022-23 Projected	FY 2023-24 DRAFT
BEGINNING FUND BAL	41,888	46,045		54,245	62,974
REVENUES					
070 815 COUNTY OPEN SPACE GRANT					
070 816 DONATIONS	4,157	8,200	2,000	8,729	2,000
070 923 COUNTY MEASURE A PARK					
SUBTOTAL REVENUES	4,157	8,200	2,000	8,729	2,000
APPROPRIATIONS					
COMMITTEE					
811 POSTAGE			2,000		2,000
812 REPRODUCTION			-		-
815 PRINTING			-		-
879 FUNDRAISING COST	2,426	1,850	2,000	3,319	2,000
890 MISCELLANEOUS	-	-	-		-
931 BLDGS & LAND					
SUBTOTAL APPROPRIATIONS	2,426	1,850	4,000	3,319	4,000
TRANSFERS					
100 931 TSFR FROM GENERAL FUND	2,425	1,850	4,000	3,319	4,000
100 TSFR FROM FUND 23 - MEAS A PARK				-	
100 699 LOAN FROM GENERAL FUND					
SUBTOTAL TRANSFER	2,425	1,850	4,000	3,319	4,000
NET DEPARTMENT ACTIVITY	4,157	8,200	2,000	8,729	2,000
ENDING FUND BAL	46,045	54,245		62,974	64,974

ALLOCATION OF FUND BALANCE:

			-	-
Designated for Capital Acquisition	300	300	10,000	10,000
Undesignated Balance	45,745	53,945	52,974	54,974
	46,045	54,245	62,974	64,974

Property Acquisitions

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

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

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

TOWN OF FAIRFAX

FY2023-24 TO FY2027-28

DRAFT Five Year Capital Improvement Program



MAYOR

Chance Cutrano

VICE MAYOR

Barbara Coler

COUNCIL MEMBERS

Bruce Ackerman

Lisel Blash

Stephanie Hellman

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2022/23

Account No:	EXPENDITURES		FUNDING SOURCE								
	PROJECT	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 Measure 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	178,050	-	-	100,000	78,050				-
51-813	SR&R - 378 SCENIC RD	Design & Const	220,000	20,000			200,000				
51-816	SR&R - 145 CANYON RD STABILIZE	Design & Const	185,000	103,640		-	81,360				
51-820	PARK FACILITY IMPR: WC REHAB	Design & Const	19,973	-	-			19,973			
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	50,000	-	30,000			20,000			-
51-843	AZALEA AVENUE BRIDGE	Design & Const	303,806	-					300,000		3,806
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		
51-909	PAVILION SEISMIC RETROFIT	Design & Const	2,142,679	81,679	-			-	1,881,000		180,000
52-534	HEADSCOUR - 6 BRIDGE CT	Design & Const	170,000	170,000							
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000	30,000	13,200	-					
53-825	AZALEA AVE @ SFD	Design & Const	250,000	-			250,000				
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	80,000	60,000	20,000	-	-				-
53-887	STREET RESURFACING & REPAIR	Annual Program	500,000	325,000	-	175,000	-				-
	TOTALS		\$ 5,783,743	\$ 958,382	\$ 63,200	\$ 315,000	\$ 609,410	\$ 39,973	\$ 3,439,220	\$ 177,952	\$ 183,806

TOWN OF FAIRFAX

CAPITAL IMPROVEMENT PROGRAM BUDGET FY 2023/24

EXPENDITURES			----- FUNDING SOURCE -----								
Account No:	PROJECT	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	-				-
51-813	SR&R - 378 SCENIC RD	Design & Const	-	-			-				
51-816	SR&R - 145 CANYON RD STABILIZE	Design & Const	185,000	103,640		-	81,360				
51-820	PARK FACILITY IMPR: WC REHAB	Design & Const	20,000	-	-			20,000			
51-824	ROAD STABILIZATION - 2678 SFD	Design & Const	50,000	50,000							
51-827	STORMWATER IMPROVEMENTS	Design & Const	150,000	-	-	-	-	-	150,000		-
51-841	MISC PARK & TRAIL IMPROVEMENTS	Design & Const	50,000	-	30,000			20,000			-
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		
52-534	HEADSCOUR - 6 BRIDGE CT	Design & Const	170,000	170,000							
53-804	SIDEWALK REPLACE & REPAIR	Annual Program	40,000	30,000	10,000	-					
53-825	AZALEA AVE @ SFD	Design & Const	250,000	-			250,000				
53-830	DOWNTOWN SIDEWALK IMPROVEMENTS	Design & Const	80,000	60,000	20,000	-	-				-
53-887	STREET RESURFACING & REPAIR	Annual Program	1,000,000	800,000	-	200,000	-				-
	TOTALS		<u>\$ 3,963,041</u>	<u>\$ 1,531,703</u>	<u>\$ 60,000</u>	<u>\$ 260,000</u>	<u>\$ 331,360</u>	<u>\$ 40,000</u>	<u>\$ 1,558,220</u>	<u>\$ 177,952</u>	<u>\$ 3,806</u>

PROJ #	PROJECT NAME	APPROX	REVENUES	TRANSFERS	TRANSFER DETAIL						
					GF (01)	MEAS F (20)	GAS TX (21)	TRAN (22)	PARK (23)	FED STIM (25)	
12	51- 521 PAVILION KITCHEN	285,635	177,952	107,683	107,683						0
1	51- 810 STREET R&R BOLINAS & SFD	20,000		20,000			20,000				0
2	51- 813 STREET R&R 378 SCENIC	0									0
3	51- 816 STREET R&R 145 CANYON	185,000		185,000	103,640			81,360			0
4	51- 820 PARK FAC WC REHAB	20,000		20,000					20,000		0
	51- 824 2378 SFD ROAD STAB	50,000		50,000	50,000						0
5	51- 827 STORMWATER IMPR	150,000		150,000						150,000	0
6	51- 841 MISC PARK & TRAIL	50,000		50,000		30,000			20,000		0
7	51- 843 AZALEA AVE BRIDGE	303,806	303,806								0
	51- 845 103 ROCCA	150,000		150,000	150,000						0
8	51- 856 MEADOW BRIDGE	776,600	722,830	53,770	13,770		40,000				0
9	51- 871 BPMP SP/MAR/CAN	242,000	205,390	36,610	36,610						0
10	51- 873 CREEK RD BRIDGE	190,000	180,000	10,000	10,000						0
11	51- 909 PAV SEISMIC RETROFIT										0
13	52- 534 HEADSCOUR 6 BRIDGE	170,000		170,000	170,000						0
14	53- 804 SIDEWALK R&R	40,000		40,000	30,000	10,000					0
15	53- 825 STREET R&R AZALEA @ SFD	250,000		250,000				250,000			0
16	53- 830 STREET R&R DOWNTOWN	80,000		80,000	60,000	20,000					0
17	53- 887 STREET R&R PAVEMNT MANG	1,000,000		1,000,000	800,000		200,000				0
	TOTALS	3,963,041	1,589,978	2,373,063	1,531,703	60,000	260,000	331,360	40,000	150,000	
	51	2,423,041	1,589,978	833,063	471,703	30,000	60,000	81,360	40,000	150,000	0
	52	170,000	-	170,000	170,000	-	-	-	-	-	0
	53	1,370,000	-	1,370,000	890,000	30,000	200,000	250,000	-	-	0
	T	3,963,041	1,589,978	2,373,063	1,531,703	60,000	260,000	331,360	40,000	150,000	0



Town of Fairfax

2023-24 Capital Budget

PROJECT 51-521 PAVILION KITCHEN

NEW

Design and build all electric energy efficient kitchen at Pavilion.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	40,300		40,300				
826 ENGINEERING & DESIGN	224,835		224,835				
827 CONSTRUCTION	20,500		20,500				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	285,635	-	285,635	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	107,683		107,683				
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	107,683	-	107,683	-	-	-	-

NET PROJECT ACTIVITY

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



Town of Fairfax

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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

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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
2023-24 Capital Budget

PROJECT 51-813 STREET RESURFACING & REPAIR
378 SCENIC RD. STABILIZATION

COMPLETE
mar 23

Repave/repair selected portions of streets: FY22 - Scenic Rd Retaining Wall (Ridge at Scenic)

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	-						
827 CONSTRUCTION	134,819	134,819					
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	134,819	134,819	-	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	9,500	9,500					
100 941 TSFR FUND 20 - MEASURE F	-						
100 942 TSFR FUND 21 - GAS TAX	-						
100 956 TSFR FUND 22 - MEAS A TRANSPORT	125,319	125,319					
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	134,819	134,819	-	-	-	-	-

NET PROJECT ACTIVITY

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NOTES:	Reallocate FY20-21 TAM Measure A/AA \$134,830, plus \$65,170 of FY21-22 TAM funds TAM (Transportation Authority of Marin)
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Town of Fairfax
2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	10,000	5,000	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	185,000	5,000	5,000	5,000	5,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	133,640	10,000	103,640	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	91,360	10,000	81,360				
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	225,000	20,000	185,000	5,000	5,000	5,000	5,000

NET PROJECT ACTIVITY

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NOTES:	Using FY19-20 TAM Measure A funds



Town of Fairfax

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	28,000	8,000	20,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	28,000	8,000	20,000	-	-	-	-

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	20,000		20,000				
SUBTOTAL TRANSFER	28,000	8,000	20,000	-	-	-	-

NET PROJECT ACTIVITY

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NOTES: MEASURE A - Park funds
HVAC upgrades & additional interior & exterior improvements



Town of Fairfax

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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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	50,000	120,000	-	-	-

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

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	150,670	670	150,000				
827 CONSTRUCTION	1,500,000			750,000	750,000		
828 CONSTRUCTION ENGINEERING	50,000				50,000		
OTHER	-			-	-		
SUBTOTAL APPROPRIATIONS	1,700,670	670	150,000	750,000	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		150,000	750,000	800,000		
SUBTOTAL TRANSFER	1,700,000	-	150,000	750,000	800,000	-	-

NET PROJECT ACTIVITY

(670)	(670)	-	-	-	-	-
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NOTES: Eligible infrastructure expense under the American Rescue Plan Act (ARPA).



Town of Fairfax

2023-24 Capital Budget

PROJECT 51-841 MISC PARK & TRAIL IMPROVEMENTS

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

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED
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REVENUES

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

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-						
827 CONSTRUCTION	424,000	174,000	50,000	50,000	50,000	50,000	50,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-		-				
SUBTOTAL APPROPRIATIONS	424,000	174,000	50,000	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	180,000	80,000	20,000	20,000	20,000	20,000	20,000
SUBTOTAL TRANSFER	366,000	116,000	50,000	50,000	50,000	50,000	50,000

NET PROJECT ACTIVITY

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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).



Town of Fairfax

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PROJECT 51-843 AZALEA AVENUE BRIDGE

The Azalea Avenue Bridge is eligible for replacement under the Federal Highway Bridge Program (HBP) administered by CalTrans. The total project costs and funding includes construction, ROW, and design costs. Phase I design will include preliminary environmental assessments, community outreach, conceptual design, and cost estimates. Phase II is engineering design and ROW. Overall Ph I&II would be complete in 18-24 months. The project is 100% funded by State and Federal grants with the exception of CEQA costs. The County of Marin will cover up to \$60,000 of the Town's CEQA and other out-of-pocket expenses.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-	-					
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	5,494,120	695,500	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	5,535,926	723,500	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	1,494,120	695,500	300,000	300,000	198,620		
827 CONSTRUCTION	4,000,000		-		2,000,000	2,000,000	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	5,535,926	723,500	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

2023-24 Capital Budget

PROJECT 51-845 ROAD STABILIZATION
103 ROCCA AVE

Roadway settlement . Inclinator has been installed

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	25,000		25,000				
827 CONSTRUCTION	125,000		125,000				
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	150,000	-	150,000	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	150,000		150,000				
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	150,000	-	150,000	-	-	-	-

NET PROJECT ACTIVITY

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



Town of Fairfax

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PROJECT 51-856 MEADOW WAY BRIDGE

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

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED
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REVENUES

060 920 MEASURE A/B TAM PROCEEDS	-						
070 699 FEDERAL/STATE GRANT REVENUE	-						
070 699 FEDERAL BPMP	-						
070 864 STATE PARK BOND REVENUE	-						
070 695 COUNTY MEASURE A PARK	-						
070 710 HIGHWAY BRIDGE PROGRAM (HBP)	6,291,504	1,368,674	722,830	4,200,000			
COUNTY FINANCING LOAN	28,000	28,000					
OTHER	-		-				
TO BE DETERMINED	-		-				
SEE NOTE							
SUBTOTAL REVENUES	6,319,504	1,396,674	722,830	4,200,000	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-						
825 ENVIRONMENTAL & PERMITS	194,000	184,000	10,000				
826 ENGINEERING & DESIGN	1,927,600	1,546,000	381,600				
827 CONSTRUCTION	4,585,000		385,000	4,200,000			
828 CONSTRUCTION ENGINEERING	-			-			
OTHER	-						
SUBTOTAL APPROPRIATIONS	6,706,600	1,730,000	776,600	4,200,000	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	278,935	265,165	13,770				
100 941 TSFR FUND 20 - MEASURE F	10,000	10,000					
100 942 TSFR FUND 21 - GAS TAX	98,161	58,161	40,000				
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

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



Town of Fairfax

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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

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



Town of Fairfax

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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)	2,790,150	878,400	180,000	162,250	1,569,500	-	
COUNTY FINANCING LOAN	14,397	14,397					
OTHER	-						
TO BE DETERMINED see note	-						
SUBTOTAL REVENUES	2,804,547	892,797	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	1,220,650	878,400	180,000	162,250			
827 CONSTRUCTION	1,569,500				1,569,500	-	
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	2,838,750	907,000	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

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



Town of Fairfax
2023-24 Capital Budget

PROJECT 52-534 HEADWALL/CULVERT STABILIZATION
6 BRIDGE CT

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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

2023-24 Capital Budget

PROJECT 53-804 SIDEWALK REPLACEMENT & REPAIR

This project is for the sidewalk grant program and miscellaneous annual sidewalk repair /replacement in Town.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	SEE NOTE	-					
825 ENVIRONMENTAL & PERMITS		-					
826 ENGINEERING & DESIGN		-					
827 CONSTRUCTION	SEE NOTE	245,931	45,931	40,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING		-					
OTHER		-					
SUBTOTAL APPROPRIATIONS		245,931	45,931	40,000	40,000	40,000	40,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	195,931	45,931	30,000	30,000	30,000	30,000	30,000
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	245,931	45,931	40,000	40,000	40,000	40,000	40,000

NET PROJECT ACTIVITY

- - - - -

NOTES: 827 - \$15,000 for misc sidewalk replacement & repair. \$25,000 for sidewalk & replacement program							
FISCAL YEAR	15/16	16/17	17/18	18/19	19/20	20/21	21/22
NUMBER OF HOMEOWNERS	6	3	6	6	5	4	4
TOTAL REIMBURSED	\$ 3,000	\$ 1,500	\$ 4,000	\$ 5,533	\$ 4,500	\$ 14,350	13,048
Program approved by TC 9/2015							



Town of Fairfax
2023-24 Capital Budget

PROJECT 53-825 AZALEA/SFD INTERSECTION

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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 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

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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 [AARP Grant]	-	-	-				
TO BE DETERMINED	-						
SUBTOTAL REVENUES	-	-	-	-	-	-	-

APPROPRIATIONS

821 OUTSIDE SERVICES	-		-		-	-	-
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	-		-				
827 CONSTRUCTION	320,000	80,000	80,000	40,000	40,000	40,000	40,000
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	320,000	80,000	80,000	40,000	40,000	40,000	40,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	150,000	50,000	60,000	10,000	10,000	10,000	10,000
100 941 TSFR FUND 20 - MEASURE F	170,000	30,000	20,000	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	-						
SUBTOTAL TRANSFER	320,000	80,000	80,000	40,000	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.



Town of Fairfax

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	1,780,370	20,370	900,000	590,000	90,000	90,000	90,000
828 CONSTRUCTION ENGINEERING OTHER	-						
SUBTOTAL APPROPRIATIONS	1,920,370	20,370	1,000,000	600,000	100,000	100,000	100,000

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	1,300,000		800,000	500,000			
100 941 TSFR FUND 20 - MEASURE F	-		-				
100 942 TSFR FUND 21 - GAS TAX (SB1)	600,000		200,000	100,000	100,000	100,000	100,000
100 956 TSFR FUND 22 - MEAS A TRANSPORT	-		-				
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	1,900,000	-	1,000,000	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)
	See appendix for Pavement Management Plan



Town of Fairfax
2023-24 Capital Budget

PROJECT 51-829 ROAD STABILIZATION
195 PINE

COMPLETED
sept 22

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	-						
827 CONSTRUCTION	569,711	569,711					
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	569,711	569,711	-	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	569,711	569,711					
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	569,711	569,711	-	-	-	-	-

NET PROJECT ACTIVITY

0 0 - - - - -

NOTES: Funded by Council emergency authorization March 2022



Town of Fairfax
2023-24 Capital Budget

PROJECT 51-___ ROAD STABILIZATION
46 CANYON RD

UNFUNDED

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	10,000	10,000					
827 CONSTRUCTION	20,000	20,000					
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	30,000	30,000	-	-	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	30,000	30,000					
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	30,000	30,000	-	-	-	-	-

NET PROJECT ACTIVITY

- - - - -

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



Town of Fairfax

2023-24 Capital Budget

PROJECT 51-___ ROAD STABILIZATION
111 FRUSTUCK AVE

UNFUNDED

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	4,600	4,600					
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	15,000	5,000		10,000			
827 CONSTRUCTION	125,000			125,000			
828 CONSTRUCTION ENGINEERING	15,000			15,000			
OTHER	-						
SUBTOTAL APPROPRIATIONS	159,600	9,600	-	150,000	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	159,600	9,600		150,000			
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	159,600	9,600	-	150,000	-	-	-

NET PROJECT ACTIVITY

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



Town of Fairfax
2023-24 Capital Budget

PROJECT 51-826 ROAD STABILIZATION
78 WREDEN AVE

COMPLETE
3/23

Landslide undermined retaining wall in 2019 storms.

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	-						
827 CONSTRUCTION	-						
828 CONSTRUCTION ENGINEERING	-						
OTHER	-						
SUBTOTAL APPROPRIATIONS	-		-	-	-	-	-

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 TAM	-						
100 957 TSFR FUND 23 - MEAS A PARK	-						
SUBTOTAL TRANSFER	-		-	-	-	-	-

NET PROJECT ACTIVITY

- - - - -

NOTES: Design mostly complete



Town of Fairfax
2023-24 Capital Budget

PROJECT 51-___ SCENIC ROAD STABILIZATION
454 SCENIC RD

UNFUNDED

PROJECT SUMMARY	ESTIMATED TOTAL	PRIOR YEARS ACTUAL	FY 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 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	7,500	7,500					
825 ENVIRONMENTAL & PERMITS	-						
826 ENGINEERING & DESIGN	10,000	10,000					
827 CONSTRUCTION	150,000			150,000			
828 CONSTRUCTION ENGINEERING	15,000			15,000			
OTHER	-						
SUBTOTAL APPROPRIATIONS	182,500	17,500	-	165,000	-	-	-

TRANSFERS

100 931 TSFR FUND 01 - GEN FUND (Meas C)	182,500	17,500		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	182,500	17,500	-	165,000	-	-	-

NET PROJECT ACTIVITY

- - - - -

NOTES: Design partially complete



Town of Fairfax

2023-24 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 2023-24 ADOPTED	FY 2024-25 ESTIMATED	FY 2025-26 ESTIMATED	FY 2026-27 ESTIMATED	FY 2027-28 ESTIMATED
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REVENUES

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

2023 - 2024 Operating and Capital Improvement DRAFT Budget



Appendices

Page	Description
A-1	Town of Fairfax Demographics
A-2	Town of Fairfax Organizational Chart
A-3	Salary Schedule
A-4	Allocation of Positions
A-5	Financing loan from County
A-6	Healthcare Rates
A-7	Measure A Workplan
A-8	Street Maintenance Projects
A-9	Ordinances & Resolutions - April 2020 to April 2021

Town of Fairfax, California



DEMOGRAPHICS

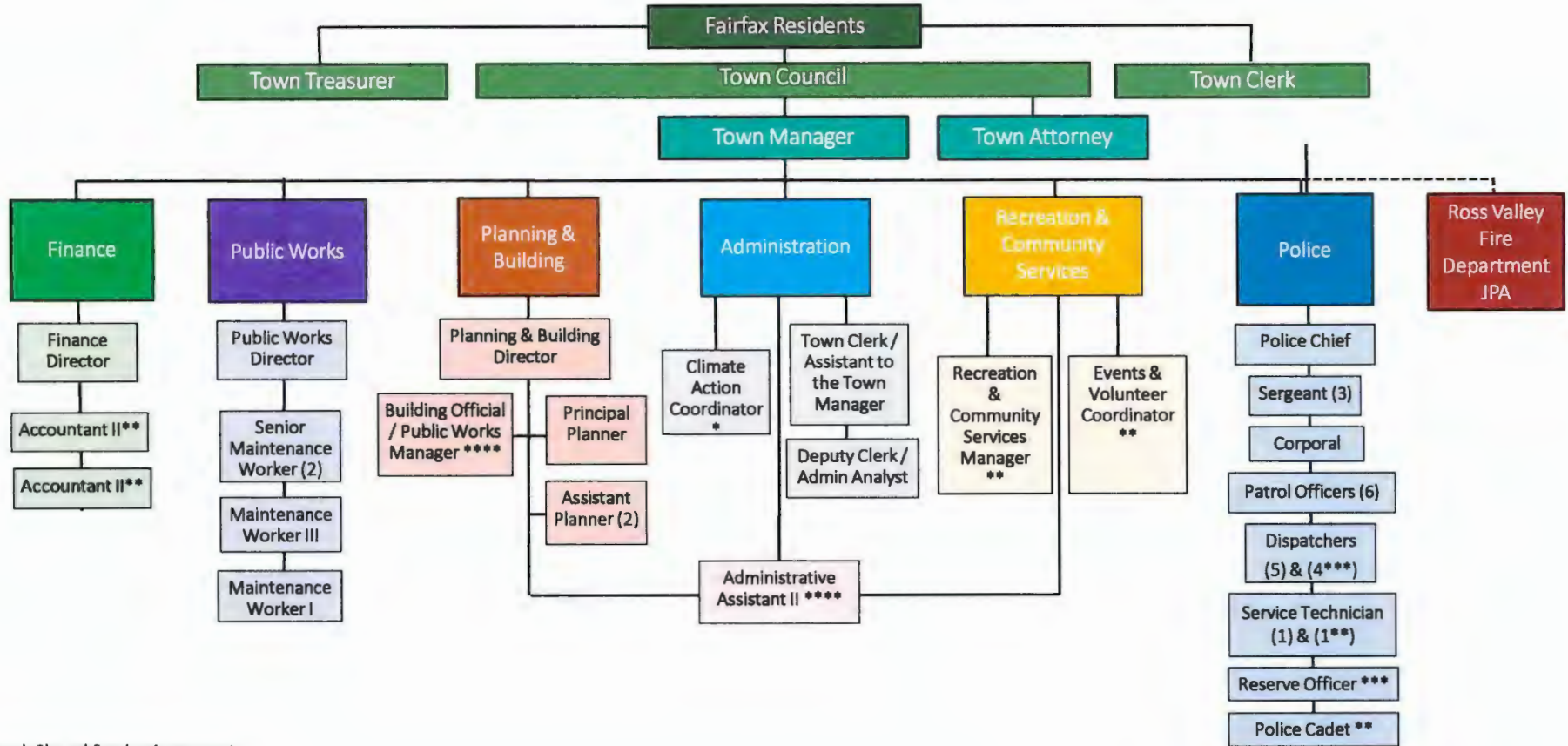
Incorporated	March 2, 1931
Area	2.204 sq mi (5.707 km ²)
Elevation	115 ft (35m)
Population	(2020) 7,629 (2019) 7,578
Registered Voters	(11/3/2020) 6,054 (02/18/23) 5,877

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 Organization for FY 2023/2024



Page A-2

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

This chart is a representation of the positions in each department, funded for FY 2023-24. Some positions serve two or more departments.

**TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2023/24**

AS OF 6/1/23

FULL TIME EMPLOYEES:

	FTE	UNIT	MONTHLY		ANNUAL	
			LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00	CONTR	18,167	18,167	218,000	218,000
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	4,244	5,416	50,926	64,995
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00	MGMT	10,253	11,869	123,039	142,432
DEP TOWN CLERK/ADMINISTRATIVE ANALYST	1.00	CONF	6,550	8,360	78,600	100,316
FINANCE DIRECTOR	1.00	MGMT	10,253	11,869	123,039	142,432
PLANNING & BUILDING DIRECTOR	**	MGMT	12,598	14,583	151,172	175,000
PUBLIC WORKS DIRECTOR	**	MGMT	13,318	15,417	159,810	185,000
CHIEF BUILDING OFFICIAL/PW MGR	1.00	MGMT	9,217	10,670	110,603	128,037
PRINCIPAL PLANNER	1.00	MGMT	8,760	10,141	105,119	121,688
ASSISTANT PLANNER	2.00	MGMT	5,755	6,662	69,054	79,939
CLIMATE ACTION COORDINATOR	0.50	MGMT	7,785	9,012	93,419	108,144
MAINTENANCE WORKER I	1.00	SEIU	4,121	5,259	49,447	63,109
MAINTENANCE WORKER III	1.00	SEIU	4,587	5,854	55,042	70,249
SENIOR MAINTENANCE WORKER	2.00	SEIU	5,142	6,563	61,707	78,756
POLICE CHIEF	note 1	CONTR	14,946	14,946	179,348	179,348
POLICE LIEUTENANT	-	POA	10,191	13,007	122,294	156,081
POLICE SERGEANT	3.00	POA	9,706	12,387	116,470	148,649
POLICE CORPORAL	1.00	POA	6,581	8,400	78,975	100,795
POLICE OFFICER	6.00	POA	6,268	8,000	75,215	95,995
POLICE SERVICES TECH/CSO	1.00	POA	5,069	6,469	60,825	77,630
DISPATCHER	5.00	POA	5,069	6,469	60,825	77,630
MANAGEMENT ANALYST	-	MGMT	6,738	7,800	80,854	93,599
ASSOCIATE PLANNER	-	MGMT	6,300	7,294	75,605	87,523
SENIOR PLANNER	-	MGMT	7,878	9,120	94,534	109,435
ADMINISTRATIVE ASSISTANT	-	SEIU	4,244	5,416	50,926	64,995
MAINTENANCE WORKER II	-	SEIU	4,329	5,525	51,945	66,297

TOTAL FULL TIME (FTE)

32.50

PART TIME EMPLOYEES:

	FTE	HOURLY	
		LOW	HIGH
POLICE CADET (2)	0.25	16.83	17.85
ACCOUNTANT I/II(2)	0.80	-	43.69
FINANCE OFFICE ASSISTANT	0.10	15.30	15.56
DISPATCHER (4)	1.00	27.71	35.37
RESERVE POLICE OFFICER (2)	0.25	-	43.74
RECREATION & COMMUNITY SERVICES MGR	0.70	33.12	34.10
EVENTS & VOLUNTEER COORDINATOR	0.50	25.50	26.01
ADMINISTRATIVE ASSISTANT		22.63	28.89
ASSISTANT PLANNER	-	31.45	36.40
PLANNING TECH		15.30	31.45
MARKETING & COMMUNICATION SPECIALIST		37.74	37.74

TOTAL PART TIME (FTE)

3.60

TOTAL FTE

36.10

NOTE: Certain elected positions: (5) COUNCILMEMBERS and (1) TREASURER are paid \$300/mo

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

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

note 1 - Employment Agreement

**TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2023/24**

AS OF 7/1/23

FULL TIME EMPLOYEES:

			TOWN MGR	TOWN CLERK	PERSONNEL	FINANCE	PLAN/BLDG	BLDG INSP	POLICE	PW ADMIN	STREET MAINT	CLIMATE & ENVY	PAARK MAINT	VOLUNTEER	RECREATION	REC CLASSES	SUMMER CAMP	RENTAL	
	FTE	UNIT	211	221	231	241	311	321	411	510	511	514	611	616	617	621	622	625	
TOWN MANAGER	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													
PLANNING & BUILDING DIRECTOR	1.00	MGMT					1.00												
PUBLIC WORKS DIRECTOR	1.00	MGMT								1.00									
CHIEF BUILDING OFFICIAL/PW MGR	1.00	MGMT						0.75		0.25									
PRINCIPAL PLANNER	1.00	MGMT					1.00												
ASSISTANT 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	1.00	CONTR							1.00										
POLICE LIEUTENANT	-	POA																	
POLICE SERGEANT	3.00	POA							3.00										
POLICE CORPORAL	1.00	POA							1.00										
POLICE OFFICER	6.00	POA							6.00										
POLICE SERVICES TECH/CSO	1.00	POA							1.00										
DISPATCHER	5.00	POA							5.00										

note 1

note 1

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

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

TOTAL FULL TIME (FTE)

32.50	0.95	2.00	0.40	0.90	4.25	1.00	17.00	1.25	2.25	0.50	1.50	-	0.25	-	-	-	0.25
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PART TIME EMPLOYEES:

- ADMINISTRATIVE ASSISTANT
- DEPUTY TOWN CLERK
- PLANNING TECH
- POLICE CADET (2)
- ACCOUNTANT I/II(2)
- FINANCE OFFICE ASSISTANT
- DISPATCHER (4)
- RESERVE POLICE OFFICER (2)
- RECREATION & COMMUNITY SERVICES MGR
- EVENTS & VOLUNTEER COORDINATOR
- ADMINISTRATIVE ASSISTANT
- ASSISTANT PLANNER
- MARKETING & COMMUNICATION SPECIALIST

0.25								0.25											
0.80			0.10	0.70															
0.10				0.10															
1.00								1.00											
0.25								0.25											
0.70															0.14	0.49	0.07		
0.50													0.25	0.25					
-																			

TOTAL PART TIME (FTE)

3.60	-	-	0.10	0.80	-	-	1.50	-	-	-	-	-	0.25	0.39	0.49	0.07	-
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TOTAL FTE

36.10	0.95	2.00	0.50	1.70	4.25	1.00	18.50	1.25	2.25	0.50	1.50	0.25	0.64	0.49	0.07	0.25
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TOWN OF FAIRFAX
DEBT SERVICE SCHEDULES

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

	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)
2013 TO 2023

	2013	2018	2022	2023	▲ chg 1 YR	▲ chg 5 YR	▲ chg 10 YR
KAISER (HMO)							
1	668.63	779.86	857.06	913.74	6.6%	17.2%	36.7%
2	1,337.26	1,559.72	1,714.12	1,827.48	6.6%	17.2%	36.7%
3+ (BENCHMARK)	1,738.44	2,027.64	2,228.36	2,375.75	6.6%	17.2%	36.7%
PERS PLATINUM/CHOICE (PPO)							
1	667.03	800.27	1,057.01	1,200.12	13.5%	50.0%	79.9%
2	1,334.06	1,600.54	2,114.02	2,400.24	13.5%	50.0%	79.9%
3+	1,734.28	2,080.70	2,748.23	3,120.31	13.5%	50.0%	79.9%
BLUE SHIELD ACCESS + (HMO)							
1	784.63	889.02	1,116.01	1,035.21	-7.2%	16.4%	31.9%
2	1,569.26	1,778.04	2,232.02	2,070.42	-7.2%	16.4%	31.9%
3+	2,040.04	2,311.45	2,901.63	2,691.55	-7.2%	16.4%	31.9%
PERS GOLD/SELECT (PPO)							
1	487.20	717.50	701.23	825.61	17.7%	15.1%	69.5%
2	974.40	1,435.00	1,402.46	1,651.22	17.7%	15.1%	69.5%
3+	1,266.72	1,865.50	1,823.20	2,146.59	17.7%	15.1%	69.5%
PORAC (ASSOC)							
1	581.00	734.00	799.00	825.00	3.3%	12.4%	42.0%
2	1,088.00	1,540.00	1,725.00	1,875.00	8.7%	21.8%	72.3%
3+	1,382.00	1,970.00	2,199.00	2,300.00	4.6%	16.8%	66.4%
PERS CARE (PPO)							
1	1,083.11	882.45					
2	2,166.22	1,764.90					
3+	2,816.09	2,294.37					
ANTHEM BLUE CROSS TRADITIONAL (HMO)							
1		925.47	1,304.00	1,210.71	-7.2%	30.8%	
2		1,850.94	2,608.00	2,421.42	-7.2%	30.8%	
3+		2,406.22	3,390.40	3,147.85	-7.2%	30.8%	
ANTHEM BLUE CROSS SELECT (HMO)							
1		856.41	1,015.81	1,128.83	11.1%	31.8%	
2		1,712.82	2,031.62	2,257.66	11.1%	31.8%	
3+		2,226.67	2,641.11	2,934.96	11.1%	31.8%	

MEASURE A WORKPLAN

MEASURE A – PARKS is detailed in Fund 23 (on page 67)

DESCRIPTION:

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

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

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

MEASURE A COMMITTEE RECOMMENDED ALLOCATION FOR FY 23-24

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

Column A (“Est. Expenditures”) reflects the estimated year end expenditures for a project.
Column B (“Carry-Over”) represents the funding allocated to a project in a previous year(s), but not spent in FY22-23. The County requires the Town to reallocate carryover funds each year.
Column C (“Proposed Allocation FY23-24”) includes the continuation or increase in allocation of two items also allocated in FY22-23
Column D (“Proposed Recommended Allocation w/Carryover”) includes the new allocation for funding for FY23-24 plus any carryover funding from previous years.

PAVEMENT MANAGEMENT PLAN

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

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

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

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

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

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

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

ORDINANCES AND RESOLUTIONS

MAY 2022 TO MAY 2023

Ordinance Titles

- 862 An Ordinance (**Uncodified**) of the Town Council of the Town of Fairfax Authorizing a Special or Military Equipment Use Policy for the Fairfax Police Department Pursuant to California Assembly Bill 481. Adopted June 1, 2022.
- 863 An Ordinance of the Town Council of the Town of Fairfax Amending Section 2.08.010 ("Council Meetings") of the Town Code to set a 6:30 p.m. start time for Town Council regular meetings; not subject to CEQA, CEQA Guidelines Sections 15060(c)(3), 15378, and 15061(b)(3). Adopted June 1, 2022.
- 864-U An URGENCY Ordinance of the Town Council of the Town of Fairfax barring residential evictions due to impacts from the Public Health Emergency arising from the COVID-19 virus through Sept. 30, 2022. Adopted June 15, 2022 (**uncodified**)
- 865 An Ordinance of the Town Council of the Town of Fairfax Amending Town Code Title 17 (Zoning), Chapters 17.008 ('Definitions'), 17.052 ('Off-Street Parking and Loading Requirements'), Chapters 17.076 ('RS-7.5 Single-Family Residential Zone, Medium Density'), 17.080 ('RS-6 Single-Family Residential Zone, High Density'), 17.124 ('UR Upland Residential Zone'), Incorporating a Definition of "Short-Term Rental", Providing Parking Regulations for Said Short-Term Rental Use and Including Short-Term Rentals as Permitted Uses in All Single-Family Residential Zone Districts. Adopted July 6, 2022.
- 866 An Ordinance of the Town Council of the Town of Fairfax Adding New Chapter 5.57 Entitled "Short-Term Rental Program." Adopted July 6, 2022.
- 867 An Ordinance of the Town Council of the Town of Fairfax Amending Section 1.08.020(A), 'Violations Designated Infractions', of Title 1 of the Fairfax Municipal Code and Adding Chapter 8.74, 'Gasoline Powered Landscape Equipment,' to Title 8 of the Fairfax Municipal Code. Adopted July 6, 2022.
- [Nos. 863, 865, 866 867 sent for codification 8-15-22]
- 868 An Ordinance of the Town Council of the Town of Fairfax Adding Chapter 5.58 entitled "Parklets" to Title 5 of the Fairfax Town Code. Adopted September 7, 2022.
- 869 An Ordinance of the Town Council of the Town of Fairfax Amending Town Code Chapter 12.32 ('Temporary Carports and other Structures in the Public Rights-of-Way') to Include Separate Processes for Granting Encroachment Permits for Residential Structures from Commercial Parklet Structures, Amending Section 12.32.020 to Regulate Only Residential Structures and Adding Section 12.32.025 to Regulate Commercial Structures and Amending Chapter 17.096 ('CH Highway Commercial Zone'), Section 17.096.040 ('Principal Permitted Uses and Structures') and Chapter 17.100 ('CC Central Commercial Zone'), Section 17.100.040 ('Principal Permitted Uses and Structures') to Allow Parklets as a Permitted Use and Parklet Enclosures with an Encroachment Permit Issued by the Public Works Department for Commercially Developed Properties in the CH and CC Zone Districts. Adopted September 7, 2022.

[Nos. 868-869 sent for codification on 11-10-22]

- 870 An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 5.54 "Just Cause Evictions" Of Title 5 of the Fairfax Town Code. Adopted November 2, 2022.
- 871 An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 5.55 "Mandatory Mediation for Rental Increases" Of Title 5 of the Fairfax Town Code. Adopted November 2, 2022.
- 872 An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 15.04 of the Town Code and Adopting By Reference The 2022 California Building Standards Code (California Code Of Regulations, Title 24, Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 10, 11, And 12), Which Consists of the California Administrative, Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Existing Building, Green Building Standards, and Referenced Standards Codes, With Certain Local Amendments Thereto, and Adopting By Reference The 2021 Edition of the International Property Maintenance Code, Together With Certain Local Amendments Thereto. Adopted December 7, 2022.
- 873 An Ordinance of the Town Council of the Town of Fairfax Amending Chapter 8.04 of the Fairfax Municipal Code, Adopting the 2022 California Fire Code, Portions of the 2021 International Fire Code, and Appendix A of the 2021 International Wildland-Urban Interface Code Prescribing Regulations Governing Conditions Hazardous to Life and Property from Fire or Explosion; Providing for the Issuance of Permits for Hazardous Uses or Operations; and Establishing a Fire Prevention Bureau and Providing Officers Therefor and Defining Their Powers and Duties. Adopted December 7, 2022.
- 874 An Ordinance of the Town of Fairfax Imposing and Extending a Special Parcel Tax for Paramedic and/or Emergency Medical Services.(Elections results declared on December 7, 2022, and ordinance approved by the voters November 8, 2022.)
- 875 An Ordinance of the Town Council of the Town of Fairfax Amending Town Code Chapter 12.12, Driveway Entrances, Giving Authority To The Planning Commission To Grant Exceptions To The Driveway Width And Number Of Driveway Entrances Regulations, Adding Sections To Title 17, Zoning, Section 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 17.092 ('rm-S Multiple-Family Residential – Senior – Residential Zone'), Chapter 17.124 ('ur Upland Residential Zone'), Chapter 17.092 ('cl Limited Commercial Zone'), Chapter 17.096 ('ch Highway Commercial Zone'), Chapter 17.100 ('cc Central Commercial Zone'), And Chapter 17.104 ('cs Service Commercial Zone'), Cross Referencing Chapter 12.12, Driveway Entrances, Throughout The Town Rs 7.5, Rs-6, Rd 5.5-7, Rm, Rm-S And Ur Residential Zones And Cl, Ch, Cc And Cs Commercial Zones, And Amending The Variance Sections Of The Residential Zones To Include Driveway Variances And Of The Commercial Zones To Include Variance Provisions. Adopted December 7, 2022.
- 876 An URGENCY Ordinance of the Town Council of the Town of Fairfax Amending Chapter 17.048 of the Fairfax Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units and Determining the Ordinance to Be Exempt From CEQA. Adopted December 7, 2022.

- 877 An Ordinance of the Town Council of the Town of Fairfax Adding Section 8.16.030(C) Regarding the Prohibition on Polystyrene (EPS) Foam Coolers and Ice Chests to the Town Code. Adopted April 5, 2023.
- 878 An Ordinance of the Town Council of the Town of Fairfax Requiring all Food Facility Vendors to Use Reusable Foodware for Dine-In Operations and Compliant Compostable Foodware for Take-Out Services. Adopted April 5, 2023.

Resolution Titles

- 22-27 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361, and Rescinding and Replacing Resolution 22-22. Adopted May 4, 2022.
- 22-28 A Resolution of the Town Council of the Town of Fairfax Adopting a Flag Display Policy. Adopted May 4, 2022.
- 22-29 A Resolution of the Town Council of the Town of Fairfax Confirming the Continued Existence of a Local Emergency at or Near 195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor without Competitive Bidding. Adopted May 4, 2022.
- 22-30 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361, and Rescinding and Replacing Resolution 22-27. Adopted June 1, 2022
- 22-31 A Resolution of the Town Council of the Town of Fairfax Declaring the Existence of a Local Emergency at or near 195 Pine Drive, Fairfax, and Authorizing the Emergency Procurement of Materials and Labor Without Competitive Bidding, Superseding Emergency Resolution 22-21. Adopted June 1, 2022
- 22-32 A Resolution of the Town Council of the Town of Fairfax Setting the Amount of \$205 for the Special Municipal Services Tax for Fiscal Year 2022-23. Adopted June 1, 2022
- 22-33 A Resolution of the Town Council of the Town of Fairfax Setting the Utility Users' Tax Rate of 4% for Fiscal Year 2022-23. Adopted June 1, 2022
- 22-34 A Resolution of the Town Council of the Town of Fairfax Setting the Pension Tax Rate of \$.091 per \$100 of assessed valuation to Support Fairfax Pension Obligations for Fiscal Year 2022-23. Adopted June 1, 2022
- 22-35 A Resolution of the Town Council of the Town of Fairfax Setting a Fee of \$15 per run-off unit for the Purpose of Funding Local Stormwater Pollution Prevention Activities for Fiscal Year 2022-23. Adopted June 1, 2022

- 22-36 A Resolution of the Town Council of the Town of Fairfax Setting the Tax Rate of \$.0250 per assessed valuation for the general obligation bonds. Adopted June 1, 2022. Adopted June 1, 2022
- 22-37 A Resolution of the Town Council of the Town of Fairfax Confirming and Levying the Ross Valley Paramedic Authority (RVPA) Tax in the amount of \$91.50 for Fiscal Year 2022-23. Adopted June 1, 2022
- 22-38 A Resolution of the Town Council of the Town of Fairfax Authorizing the Temporary Closure of Certain Streets for the Fairfax Festival and Parade on June 11-12, 2022 and approve sponsorship of the closure. Adopted June 1, 2022
- 22-39 A Resolution of the Town Council of the Town of Fairfax Approving an Agreement with the Marin Open Space Trust to Fund the Purchase of Two Undeveloped Parcels on Upper Ridgeway Avenue to Preserve Open Space and Authorizing the Town Manager to Execute the Agreement and Take All Necessary Actions to Complete the Purchase. Adopted June 1, 2022
- 22-40 A Resolution of the Town Council of the Town of Fairfax Continuing Expenditures and Revenues in Accordance with the FY 2021-22 Town Budget and Continuing the FY 2022-23 Town Budget Adoption. Adopted June 1, 2022
- 22-41 A Resolution of the Town Council of the Town of Fairfax Approving the List of Projects Funded by SB 1: the Road Repair and Accountability Act. Adopted June 1, 2022
- 22-42 A Resolution of the Town Council of the Town of Fairfax Electing to be Exempt from the Congestion Management Program ("CMP"). Adopted June 1, 2022
- 22-43 A Resolution of the Town Council of the Town of Fairfax Proclaiming June 2022 as LGBTQ+ Pride Month and Approving Flying the Pride Flag at Town Hall for the Month of June. Adopted June 1, 2022
- 22-44 A Resolution of the Town Council of the Town of Fairfax Adopting Policies and Procedures For The Administration of the "Short-Term Rental Program" as Set Forth in Fairfax Town Code Chapter 5.57. Adopted June 1, 2022
- 22-45 Further Amending Resolution 18-31 establishing wages and benefits for management, confidential, and part-time employees for the period July 1, 2018 through June 30, 2022. Adopted June 15, 2022
- 22-46 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted June 15, 2022
- 22-47 A Resolution of the Town Council of the Town of Fairfax Declaring June 19th (Juneteenth) a Town Holiday. Adopted June 15, 2022
- 22-48 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted July 6, 2022.

- 22-49 A Resolution of the Town Council of the Town of Fairfax Confirming the Continuing Existence of a Local Emergency at or near 195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor Without Competitive Bidding. Adopted July 6, 2022.
- 22-50 A Resolution of the Town Council of the Town of Fairfax Calling for a General Municipal Election to be held on November 8, 2022, for the Election of Certain Officers, Requesting the Marin County Board of Supervisors to Consolidate with any other Election Conducted on that Date, and Requesting Election Services of the County Elections Department. Adopted July 6, 2022.
- 22-51 A Resolution of the Town Council of the Town of Fairfax Calling for an Election for Renewal of the Ross Valley Paramedic Authority Four-Year Special Parcel Tax at an Increased Rate for 2024-2027. Adopted July 6, 2022.
- 22-52 A Resolution of the Town Council of the Town of Fairfax expanding membership of the Volunteer Board to include residents of the 94930-zip code area, limiting unexcused absences of board members, and setting terms of office three years from the date of appointment of individual members. Adopted July 6, 2022.
- 22-53 A Resolution of the Town Council of the Town of Fairfax extending the current terms for Temporary Outdoor Use Permits and Temporary Encroachment Permits to December 15, 2022. Adopted July 6, 2022.
- 22-54 A Resolution of the Town Council of the Town of Fairfax Adopting the Operating and Capital Improvement Budgets for Fiscal Year July 1, 2022, through June 30, 2023, and Providing for the Appropriation of Expenditures in Said Budgets and Repealing All Resolutions in Conflict Herewith. Adopted July 6, 2022.
- 22-55 A Resolution of the Town Council of the Town of Fairfax Making Certain Findings and Determinations in Compliance with Section XIII B of the California Constitution (Gann Initiative) and Setting the Appropriation Limit for Fiscal Year 2022-23. Adopted July 6, 2022.
- 22-56 A Resolution of the Town Council of the Town of Fairfax Authorizing the Town Manager to Execute First Amendment to Agreement with Ralph Andersen & Associates for Recruitment Services for Planning & Building Services Director. Adopted July 6, 2022.
- 22-57 A Resolution of the Town Council of the Town of Fairfax Amending the Salary Schedule Reflecting an Adjustment to the Planning & Building Services Director and Public Works Director. Adopted July 6, 2022.
- 22-58 A Resolution of the Town Council of the Town of Fairfax Authorizing the Town Manager to Execute a Professional Services Agreement with Interwest Consulting for Public Works Consulting Services. Adopted July 12, 2022.
- 22-59 A Resolution of the Town Council of the Town of Fairfax Appointing David Woltering as Interim Planning & Building Services Director and Approving Employment Contract. Adopted July 12, 2022.

- 22-60 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361, Adopted August 3, 2022.
- 22-61 A Resolution of the Town Council of the Town of Fairfax setting the living wage for Town employees and Town contract employees pursuant to the annual review requirements of Section 8.56.020 of the Town Code. Adopted August 3, 2022.
- 22-62 A Resolution of the Town Council of the Town of Fairfax Confirming the Continuing Existence of a Local Emergency at or near 195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor Without Competitive Bidding. Adopted August 3, 2022.
- 22-63 A Resolution of the Town Council of the Town of Fairfax Adopting a Trade-in and Rebate Program for Landscape Equipment. Adopted August 3, 2022.
- 22-64 A Resolution of the Town Council of the Town of Fairfax Authorizing Notice Inviting Bids for 378 Scenic Road Storm Damage Repair, Town Project No. 51-813. Adopted August 3, 2022.
- 22-65 A Resolution of the Town Council of the Town of Fairfax Authorizing Notice Inviting Bids for 78 Wreden Avenue Storm Damage Repair, Town Project No. 51-826
- 22-66 A Resolution of the Town Council of the Town of Fairfax Approving an Agreement with the County of Marin to Purchase Two Undeveloped Parcels on Upper Ridgeway Avenue to Preserve Open Space and Authorizing the Town Manager to Execute the Agreement and Take all Necessary Actions to Facilitate the Purchase. Adopted August 3, 2022.
- 22-67 A Resolution of the Town Council of the Town of Fairfax Ratifying the Appointment of a Public Works Director. Adopted August 3, 2022.
- 22-68 A Resolution of the Town Council of the Town of Fairfax Authorizing the Display of the Ukrainian Flag. Adopted August 3, 2022.
- 22-69 A Resolution of the Town Council of the Town of Fairfax Adopting "Parklet Standards". Adopted 08-03-22.
- 22-70 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted September 7, 2022.
- 22-71 A Resolution of the Town Council of the Town of Fairfax Confirming the Continuing Existence of a Local Emergency at or near 195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor Without Competitive Bidding. Adopted September 7, 2022.
- 22-72 A Resolution of the Town Council of the Town of Fairfax Confirming Biennial Review of the Conflict of Interest Code (Form 700 filers) with Amendment to include the Climate Action Coordinator on the List of Designated Positions. Adopted September 7, 2022.

- 22-73 A Resolution of the Town Council of the Town of Fairfax Recognizing Racism as a Public Health Crisis. Adopted September 7, 2022.
- 22-74 A Resolution of the Town Council of the Town of Fairfax Granting a Variance for a Twenty-Seven Foot-Wide Driveway/Parking Deck at 75 Pine Drive, Assessor's Parcel No. 003-101-06. Adopted 09-07-22.
- 22-75 A Resolution of the Town Council of the Town of Fairfax Adopting Fees for the Short-term Rental Program for Inclusion in the Master Fee Schedule. Adopted September 7, 2022.
- 22-76 A Resolution of the Town Council of the Town of Fairfax Awarding the Construction Contract for the Roadway Stabilization – 378 Scenic Road and 78 Wreden Avenue Project. Adopted 09-21-222
- 22-77 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted Oct. 6 2022
- 22-78 A Resolution of the Town Council of the Town of Fairfax Confirming the Continuing Existence of a Local Emergency at or near 195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor Without Competitive Bidding. Adopted Oct. 6, 2022.
- 22-79 A Resolution of the Town Council of the Town of Fairfax Amending the Membership and Terms of the Fairfax Climate Action Committee. Adopted Oct. 6, 2022.
- 22-80 A Resolution of the Town Council of the Town of Fairfax Authorizing the Town Manager to Purchase and Outfit One Police Vehicle (Hybrid) for an Amount not to Exceed \$85,000. Adopted Oct. 6, 2022.
- 22-81 A Resolution of the Town Council of the Town of Fairfax Granting a Variance for a Thirty-Eight-Foot-Wide Driveway/Parking Deck at 125 Live Oak Avenue, Assessor's Parcel No. 001-236-03. Adopted Oct. 6, 2022
- 22-82 A Resolution of the Town Council of the Town of Fairfax Adopting Fees for the Parklet Program for Inclusion in the Master Fee Schedule. Adopted Oct. 6, 2022.
- 22-83 A Resolution of the Town Council of the Town of Fairfax Approving the Memorandum of Understanding (MOU) with the Service Employees International Union, Local 1021 (SEIU) for the Period of July 1, 2022 through June 30, 2024 and Amending the Fiscal Year 2022-2023 Adopted Budget. Adopted Oct. 11, 2022.
- 22-84 A Resolution of the Town Council of the Town of Fairfax Approving the Memorandum of Understanding (MOU) with the Fairfax Police Officers Association (FPOA) for the Period of July 1, 2022 through June 30, 2024 and Amending the Fiscal Year 2022-2023 Adopted Budget. Adopted Oct. 11, 2022.
- 22-85 A Resolution of the Town Council of the Town of Fairfax Establishing Wages and Benefits for Management and Confidential Employees and Part-Time Employees for the Period of July 1, 2022, through June 30, 2024. Adopted Oct. 11, 2022.

- 22-86 A Resolution of the Town Council of the Town of Fairfax Adopting Annual Salary Schedule for Fiscal Year 2022-23. Adopted Oct. 11, 2022.
- 22-87 A Resolution of the Town Council of the Town of Fairfax Authorizing the Town Manager to Execute an Agreement with Dyett & Bhatia Urban and Regional Planners to Complete the Town's Sixth Cycle Housing Element and General Plan Update Project. Adopted Oct. 13, 2022.
- 22-88 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted Nov. 2, 2022.
- 22-89 A Resolution of the Town Council of the Town of Fairfax Confirming the Continuing Existence of a Local Emergency at or near 195 Pine Drive. Adopted Nov. 2, 2022.
- 22-90 A Resolution of the Town Council of the Town of Fairfax Establishing Its Regular Meeting Dates in the Months of January and July in Calendar Year 2023. Adopted Nov. 2, 2022.
- 22-91 A Resolution of the Town Council of the Town of Fairfax Declaring the Town Tymco Street Sweeper Vehicle, Ingersoll Rand Compressor, And Diamond Bilt Oil Spreader as Surplus, And Authorizing the Disposal of the Vehicle and Equipment by Public Auction. Adopted November 16, 2022.
- 22-92 A Resolution of the Town Council of the Town of Fairfax Designating the Town Manager as its Agent for Purposes of Obtaining Certain Federal and State Financial Assistance. Adopted November 16, 2022.
- 22-93 A Resolution of the Town Council of the Town of Fairfax Approving Maximum Rates to Be Collected by Marin Sanitary Service for Solid Waste Services Effective January 1, 2023, in the Town of Fairfax. Adopted November 16, 2022.
- 22-94 A Resolution of the Town Council of the Town of Fairfax Reciting the Fact of the General Election Held on November 8, 2022, Declaring the Result and Such Other Matters as Provided by Law. Adopted December 7, 2022.
- 22-95 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted December 7, 2022.
- 22-96 A Resolution of the Town Council of the Town of Fairfax Confirming the Continuing Existence of a Local Emergency at or near 195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor Without Competitive Bidding. Adopted December 7, 2022.
- 22-97 A Resolution of the Town Council of the Town of Fairfax Authorizing the Town Manager to Execute a Purchase Agreement with Gardenland Power Equipment for a New 48" All-Electric Mower in an Amount not to Exceed \$29,835. Adopted December 7, 2022.

- 23-01 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted 01-10-23.
- 23-02 A Resolution of the Town Council of the Town of Fairfax Confirming Existence of a Local Emergency and Ratifying the Proclamation of Local Emergency Issued by the Town Manager as EOC Director on January 5, 2023. Adopted 01-10-23.
- 23-03 A Resolution of the Town Council of the Town of Fairfax Allowing for In-Person, Hybrid Teleconferenced, or Fully Teleconferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB 361. Adopted 02-1-23.
- 23-04 A Resolution of the Town Council of the Town of Fairfax Terminating the Declaration of a Local Emergency At Or Near 195 Pine Drive, Fairfax, Declared March 30, 2022, Making A Supplemental Budget Appropriation, Authorizing Payment, Accepting The Work As Complete And Directing The Issuance Of A Notice Of Completion For The Repairs Made To The Roadway And Retaining Wall In Response To The Local Emergency. Adopted 02-1-23.
- 23-05 A Resolution of the Town Council of the Town of Fairfax to Retitle and Amend the Classification and Corresponding Specification and Pay Range Of Deputy Town Clerk To Deputy Town Clerk / Administrative Analyst. Adopted 02-1-23.
- 23-06 A Resolution of the Town Council of the Town of Fairfax Amending Annual Salary Schedule for Fiscal Year 2022-23 To Reflect Salary Range Adjustments for The Climate Action Coordinator and Deputy Town Clerk/Administrative Analyst Positions. Adopted 02-1-23.
- 23-07 A Resolution of the Town Council of the Town of Fairfax Setting the Date of The Regular Monthly Meeting of The Fairfax Planning Commission and Repealing and Replacing All Prior Resolutions Regarding the Same. Adopted 02-1-23.
- 23-08 A Resolution of the Town Council of the Town of Fairfax Confirming and Continuing the Existence of a Local Emergency Declared by The Town Manager as EOC Director On January 5, 2023. Adopted 02-1-23.
- 23-09 A Resolution of the Town Council of the Town of Fairfax Authorizing Temporary Closure of Certain Streets and Portions Thereof, To Allow a West Marin Little League Opening Day Parade on March 11, 2023. Adopted 02-1-23.
- 23-10 A Resolution of the Town Council of the Town of Fairfax Authorizing a Supplemental Appropriation Of \$15,803 To Cover Additional Unanticipated Costs Associated With 378 Scenic And 78 Wreden Road Repair and Rehabilitation Projects. Adopted 02-1-23.
- 23-11 A Resolution of the Town Council of the Town of Fairfax Amending, restating and Ratifying a Consultant Services Agreement with 4Leaf Inc for Contract Planning Services. Adopted 02-15-23.
- 23-12 A Resolution of the Town Council of the Town of Fairfax to Oppose Initiative 21-0042A1. Adopted 03-01-23.

- 23-13 A Resolution of the Town Council of the Town of Fairfax Establishing Its Regular Meeting Date in the Month of July in Calendar Year 2023. Adopted 03-01-23.
- 23-14 A Resolution of the Town Council of the Town of Fairfax Terminating the Local Emergency Related to the Winter Storms of December 2022 and January 2023 as Declared by the Town Manager on January 5, 2023 and Ratified by Resolution 23-02 by the Town Council on January 10, 2023. Adopted 03-01-23.
- 23-15 A Resolution of the Town Council of the Town of Fairfax to Authorize the Town Manager to Execute an Amendment in the Amount of \$66,720 To the Contract with Pavement Engineering Inc, (Pei) to Develop Bid Documents Including Plans and Specifications for Proposed Roadway Improvements in FY22/23. Adopted 03-01-23.
- 23-16 A Resolution of the Town Council of the Town of Fairfax in Support of SB 252: Fossil Fuel Divestment Act. Adopted 04-05-23.
- 23-17 A Resolution of the Town Council of the Town of Fairfax Changing the Regular Meeting Place and Time of The Volunteer Board. Adopted 04-05-23.
- 23-18 A Resolution of the Town Council of the Town of Fairfax Authorizing the Town Manager to Execute a Contract with Trenchless Titan for the Replacement of Town Hall Sanitary Sewer Line in an Amount Not to Exceed \$65,725. Adopted 04-05-23.
- 23-19 A Resolution of the Town Council of the Town of Fairfax Directing the Issuance of a Notice of Completion for The Wreden Ave and Scenic Road Repair and Road Stabilization Projects. Adopted 04-05-23.
- 23-20 A Resolution of the Town Council of the Town of Fairfax Approving the Adoption of Revised Publicly Available Pay Schedules Effective Between Fiscal Years 2014/15 Through 2020/21 And Side Letters for CalPERS Compliance. Adopted 04-05-23.
- 23-21 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) 2022. Adopted 04-05-23.
- 23-22 A Resolution of the Town Council of the Town of Fairfax Authorizing Display of Rainbow Flags During the Month of June 2023. Adopted 04-05-23.
- 23-23 A Resolution of the Town Council of the Town of Fairfax to Donate \$12,000 To the Marin Open Space Trust (MOST) Solely for the Acquisition of Upper Hawthorne Canyon. Adopted 04-05-23.
- 23-24 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 Town Parade on June 10, 2023 and a Town Festival, Including an Eco-Fest, on June 10 and 11, 2023. Adopted 05-03-23.
- 23-25 A Resolution of the Town Council of the Town of Fairfax Approving a List of Projects Funded by SB 1: The Road Repair and Accountability Act for FY 23-24. Adopted 05-03-23.

**TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2023/24**

AS OF 6/1/23

FULL TIME EMPLOYEES:

	FTE	UNIT	MONTHLY		ANNUAL	
			LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00	CONTR	18,167	18,167	218,000	218,000
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	4,244	5,416	50,926	64,995
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00	MGMT	10,253	11,869	123,039	142,432
DEP TOWN CLERK/ADMINISTRATIVE ANALYST	1.00	CONF	6,550	8,360	78,600	100,316
FINANCE DIRECTOR	1.00	MGMT	10,253	11,869	123,039	142,432
PLANNING & BUILDING DIRECTOR	1.00	MGMT	12,598	14,583	151,172	175,000
PUBLIC WORKS DIRECTOR	1.00	MGMT	13,318	15,417	159,810	185,000
CHIEF BUILDING OFFICIAL/PW MGR	1.00	MGMT	9,217	10,670	110,603	128,037
PRINCIPAL PLANNER	1.00	MGMT	8,760	10,141	105,119	121,688
ASSISTANT PLANNER	2.00	MGMT	5,755	6,662	69,054	79,939
CLIMATE ACTION COORDINATOR	0.50	MGMT	7,785	9,012	93,419	108,144
MAINTENANCE WORKER I	1.00	SEIU	4,121	5,259	49,447	63,109
MAINTENANCE WORKER III	1.00	SEIU	4,587	5,854	55,042	70,249
SENIOR MAINTENANCE WORKER	2.00	SEIU	5,142	6,563	61,707	78,756
POLICE CHIEF	1.00	CONTR	14,946	14,946	179,348	179,348
POLICE LIEUTENANT	-	POA	10,191	13,007	122,294	156,081
POLICE SERGEANT	3.00	POA	9,706	12,387	116,470	148,649
POLICE CORPORAL	1.00	POA	6,581	8,400	78,975	100,795
POLICE OFFICER	6.00	POA	6,268	8,000	75,215	95,995
POLICE SERVICES TECH/CSO	1.00	POA	5,069	6,469	60,825	77,630
DISPATCHER	5.00	POA	5,069	6,469	60,825	77,630
MANAGEMENT ANALYST	-	MGMT	6,738	7,800	80,854	93,599
ASSOCIATE PLANNER	-	MGMT	6,300	7,294	75,605	87,523
SENIOR PLANNER	-	MGMT	7,878	9,120	94,534	109,435
ADMINISTRATIVE ASSISTANT	-	SEIU	4,244	5,416	50,926	64,995
MAINTENANCE WORKER II	-	SEIU	4,329	5,525	51,945	66,297

TOTAL FULL TIME (FTE) 32.50

PART TIME EMPLOYEES:

	FTE	HOURLY	
		LOW	HIGH
POLICE CADET (2)	0.25		25.66
ACCOUNTANT I/II(2)	0.80	-	47.95
FINANCE OFFICE ASSISTANT	0.10	15.30	15.91
DISPATCHER (4)	1.00	27.71	39.19
RESERVE POLICE OFFICER (2)	0.25	-	43.74
RECREATION & COMMUNITY SERVICES MGR	0.70	33.12	50.35
EVENTS & VOLUNTEER COORDINATOR	0.50	25.50	37.44
ADMINISTRATIVE ASSISTANT		22.63	28.89
ASSISTANT PLANNER	-	31.45	38.06
PLANNING TECH		15.30	31.45
MARKETING & COMMUNICATION SPECIALIST		37.74	37.74

TOTAL PART TIME (FTE) 3.60

TOTAL FTE 36.10

NOTE: Certain elected positions: (5) COUNCILMEMBERS and (1) TREASURER are paid \$300/mo

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

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

note 1 - Employment Agreement