



FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

MEETING DATE: May 1, 2024
PREPARED FOR: Mayor and Town Council
PREPARED BY: Anne Mannes, Recreation and Community Services Manager
SUBJECT: Receive Fairfax Department of Recreation and Community Services Quarterly Financial January to March report

RECOMMENDATION

Receive Recreation and Community Services Quarterly Report.

DISCUSSION

The attached summary report covers the January to March programs:

- Quarterly Financial (reviewed by Michael Vivrette)
- Revenue Detail and additional summary

The Recreation and Community Services Department serves the Fairfax population and beyond and provides all age groups affordable, fun programs, events, and opportunities to use Town facilities for gatherings and cultural events.

During the Winter quarter, the RCS Manager worked to plan for the upcoming spring and summer season, which involves schedule coordination with several individuals and partnerships. This work also includes setting up our Active Net registration system, generating updated information for the website and a recreation specific newsletter. Additionally, the department is responsible for producing, and distributing the Spring/Summer 2024 brochure to all Fairfax residents, approximately 150 nonresidents. Promotional work is ongoing. In this quarter, we successfully transitioned from a long time Age Friendly Yoga instructor and secured new instructor for popular classes for our senior population, [article featured in Marin IJ.](#)

While also hosting and supporting several ongoing classes, including a renewed partnership with Higgins Tennis, we hired spring and summer staff and independent contractors for our classes and camps which includes handling paperwork, such as, contracts and invoice processing. The Pavilion is a popular place after school and evening spot during the rainy season and we welcomed several smaller soccer and basketball groups this year in addition to our usual CYO partnership. We booked and received rental income for birthday parties, a memorial service (that brought in over 500 people) and more.

Additionally, during this quarter, Fairfax's Events and Volunteer Coordinator, recruited two new members to PARC who were interviewed and appointed by the Town Council in February; allowing PARC to resume meeting after a two-month hiatus due to lack of quorum. Building on that momentum, we received an additional 3 applications from potential candidates to serve on PARC to fill one remaining vacancy; interviews to take place on May 1st. During this quarter's PARC meetings, approval for memorial benches

for Dave MacDonald and Dirk Ooijkaas respectively were secured and we approved mosaic tile project proposal from AIR Sharon Virtue for background at the Art in the Parkade lot. We received a \$4,000 donation from a community member to support the mosaic project. Clerical work included updating the Disaster Council directory and posting online agenda for Open Space Committee and the Emergency Preparedness.

In March, two popular community events took place, the Alice in Wonderland Tea Party on March 23rd with our largest audience yet of 76 participants and the Spring Egg Hunt on March 30th. These events require coordination efforts, such as, preparing the eggs and candy for the hunt, and booking children's entertainment. Due to the popularity of the tea event, we are looking to host it in the Pavilion next year.

Department staff met with the Artist in Residence Collaborative to coordinate logistics and offer administrative guidance for current and upcoming events. We worked on budget, goals, and accomplishments for the upcoming budget season.

In calculating revenue for this quarter, we discovered that we doubled the revenue from this time last year, see [May 2023 report](#). We attribute this to our recovery from the Pavilion closure in 2022, the relocation of the homeless on the Pavilion porch in 2023, and our ability to create new partnerships, programs, and opportunities for facility rentals.

FISCAL IMPACT

The attachments display the financial activity for Fairfax Recreation and Community Services.

ATTACHMENTS

January to March Reports 2024

Town of Fairfax
 Recreation & Community Services
 Quarterly Financial Report - Camps & Classes
 1st Q 2024 January - March

	3rdQ 23	4thQ 23	1stQ 24	2ndQ 24	TOTAL
Revenue					
Camp fees *	\$ 14,475.00				\$ 14,475.00
Classes *	1,444.00	\$ 6,310.00	\$ 7,891.00		15,645.00
Partnership rentals	-	2,417.00	3,850.00		6,267.00
Birthday Party Rentals		2,365.00	3,050.00		5,415.00
Donations and Fundraising	3,002.00	6,687.00	5,776.00		15,465.00
Total Revenues	18,921.00	17,779.00	20,567.00	-	57,267.00
Expenses					
Personnel					
RCS Staff	22,308.88	19,946.43	20,140.37	-	62,395.68
AIR Collaborative Stipends	4,500.00				4,500.00
Camp Leader					-
Counselor					-
Counselor in Training (CIT)	400.00				400.00
Skate Camp	630.00				630.00
Art and Nature	-				-
Spanish Camp	2,704.00				2,704.00
Tennis Camp	1,575.00				1,575.00
Special teacher					-
Toddler Music	-				-
Age Friendly Yoga	3,648.00	3,990.00	4,317.00		11,955.00
Age Friendly Dance	150.00	100.00			250.00
Outdoor Yoga	605.00	634.00	495.00		1,734.00
New Parents and Babies	-	450.00	550.00		1,000.00
Chi Gong	567.00	627.00	609.00		1,803.00
Full Body Fitness	189.00	200.00			389.00
Dodgeball Nights					-
Tot's Open Gym					-
Ballfax Sports Club/Adult Basketball	254.00	3,507.00	4,939.00		8,700.00
Family Days/Misc/Other	900.00	600.00	900.00		2,400.00
Teen Open Mic/Programs					-
Total Personnel	38,430.88	30,054.43	31,950.37		100,435.68
Materials and Supplies					
Art Supplies & Other	1,017.19	56.77	994.71		2,068.67
Event and Activity Costs	1,254.51	758.10	2,995.00		5,007.61
Camp t-shirts/other costs	882.77				882.77
Miscellaneous	2,352.39		67.30		2,419.69
Active Net Fees (6.25%) *	994.94	394.38	493.19	-	1,882.50
Total Materials & Supplies	6,501.80	1,209.25	4,550.20	-	12,261.24
Total Expenses	44,932.68	31,263.68	36,500.57	-	112,696.92
Net Revenues over Expenditures	(26,011.68)	(13,484.68)	(15,933.57)	-	(55,429.92)

Revenue Breakdown January February March 2024 FX REC					
CLASSES for fee		FX Residents	Non Residents	Total Participants	Total
Ballfax Youth Rec Club (36 hours)	January	0	7	7	\$1,120
	February	0	12	12	\$1,920
	March	0	6	6	\$960
Ballfax Training Sessions (48 hours)	January	0	4	4	\$800
	February	0	3	3	\$600
	March	0	3	3	\$600
Family Days w GFS (6 hours)	January	4	2	6	\$50
	February	10	4	14	\$86
	March	6	4	10	\$71
Middle and High School Programs					
ADULT programs (for fee)					
Full Body Fitness (4 hours)	January	5	0	5	\$75
Chi Gong (12 hours)	January	6	0	6	\$345
	February	6	0	6	\$270
	March	6	0	6	\$255
Adult Basketball (12 hours)	January	6	10	16	\$359
	February	4	8	12	\$250
	March	4	7	11	\$130
PARTNERSHIP PROGRAMS					
CYO, Futsal, other (70 hours)					
	January - March				\$3,850
Party Rentals /Other (52 hours)					
	Jan - March - Pavilion only				\$3,050
Memorial Service	March			500	
DONATIONS					
<i>* from Tamela/Kelly class</i>	January - March				\$1,265
Donation for Mosaic project AIR	March				\$4,000
EVENTS					
Fairfax Photo Club (6 hours)	January	10	15	25	
	February	8	16	24	
	March	6	6	12	
Fairfax Craft Club (3 hours)	February	10	0	10	

	March	8	0	8		
Wall Property - Art Shows (3 hours)	January			200		
FTC Tea Party (3 hours)	23-Mar			76	\$480	
Egg Hunt (3 hours)	30-Mar			150		
FREE RESOURCES						
New Parents + 0-3 (16 hours)		FX Resident	Non Resident	Total Participants		
	January	12	10	22		
	February	12	10	22		
	March	12	6	18		
Outdoor Yoga (4 hours)						
	January	4	0	4	\$31	
	February	7	1	8		
Valentine's Arts Playshop	February	0	0	0		
Chair and Mat Yoga (72 hours)						
Mat Yoga/Jan		22	8	30		
Chair Yoga/Jan		11	4	15		
Mat Yoga/Feb		23	0	23		
Chair Yoga/Feb		12	0	12		
Mat Yoga/March		23	0	23		
Chair Yoga/March		11	0	11		
		Hours	FX Resident	Non Resident	Total Participants	Total Revenue
		350	248	146	1320	\$20,567