



# SPECIAL TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE:** May 29, 2024  
**PREPARED FOR:** Mayor and Town Council  
**PREPARED BY:** Janet Coleson, Town Attorney  
**SUBJECT:** Adopt Resolution Approving and Adopting a Publicly Available Pay Schedule Effective July 1, 2023, in Accordance with CalPERS Requirements

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## RECOMMENDATION

Adopt a Resolution to approve and adopt a publicly available pay schedule for all employee positions eligible for CalPERS membership in accordance with CalPERS requirements.

## DISCUSSION

The California Public Employees' Retirement System (CalPERS), pursuant to California Code of Regulations sections 570.5 and 571.1, requires all CalPERS employers to make its payrates publicly available in document(s) approved and adopted by the governing body, which must meet all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the pay rate.

The purpose of approving this resolution is to ensure that the Town's pay schedule effective July 1, 2023, meets all the applicable requirements. This schedule will be posted on the Town's website.

## FISCAL IMPACT

There is no fiscal impact.

## ATTACHMENTS

Pay Schedule effective from July 1, 2023

**TOWN OF FAIRFAX**

SALARY SCHEDULE  
 FOR FISCAL YEAR 2023/24  
 Revised 5/29/2024  
 Effective 07/01/2023

FULL TIME EMPLOYEES:	FULL TIME EQUIV			MONTHLY		ANNUAL	
	FT	PT	UNIT	LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00		NOTE 1	18,167	18,167	218,000	218,000
PUBLIC WORKS DIRECTOR	1.00		MGMT	14,335	16,594	172,017	199,130
PLANNING & BUILDING DIRECTOR	1.00		MGMT	13,561	15,698	162,727	188,374
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00		MGMT	11,036	12,776	132,436	153,312
FINANCE DIRECTOR	1.00		MGMT	11,036	12,776	132,436	153,312
CHIEF BUILDING OFFICIAL/PW MGR	1.00		MGMT	9,921	11,485	119,254	137,825
PRINCIPAL PLANNER	1.00		MGMT	9,429	10,915	113,151	130,981
SENIOR PLANNER	-		MGMT	8,480	9,816	101,759	117,971
ASSOCIATE PLANNER	-		MGMT	6,781	7,851	81,376	94,215
ASSISTANT PLANNER	2.00		MGMT	6,195	7,171	74,336	86,052
CLIMATE ACTION COORDINATOR	0.50		MGMT	8,057	9,327	96,688	111,929
ASSISTANT TO THE TOWN MANAGER	-		MGMT	8,455	9,788	101,461	117,456
RECREATION AND COMMUNITY SERVICE MGR		0.70	MGMT	7,802	9,032	93,622	108,389
MANAGEMENT ANALYST	-		MGMT	7,434	8,606	89,213	103,270
MARKETING AND COMMUNICATION SPECIALIST		-	MGMT	7,434	8,606	89,213	103,272
ACCOUNTANT II		0.80	MGMT	7,432	8,603	89,188	103,235
ACCOUNTANT I		-	MGMT	6,420	7,432	77,041	89,188
COMMUNITY RESOURCES COORD		0.50	MGMT	5,759	6,666	69,105	79,997
DEP TOWN CLERK/ADMIN ANALYST	1.00	-	CONF	6,812	8,694	81,744	104,328
SENIOR MAINTENANCE WORKER	2.00		SEIU	5,615	7,167	67,381	86,002
MAINTENANCE WORKER III	1.00		SEIU	5,009	6,393	60,108	76,711
MAINTENANCE WORKER II	-		SEIU	4,727	6,033	56,727	72,400
MAINTENANCE WORKER I	1.00		SEIU	4,500	5,743	54,002	68,914
ADMINISTRATIVE ASSISTANT II	1.00		SEIU	4,737	6,046	56,845	72,556
ADMINISTRATIVE ASSISTANT	-		SEIU	4,634	5,914	55,613	70,971
POLICE CHIEF	1.00		NOTE 1	15,149	15,149	181,787	181,787
POLICE LIEUTENANT	1.00		POA	10,172	12,982	122,067	155,782
POLICE SERGEANT	2.00		POA	8,388	10,705	100,653	128,459
POLICE CORPORAL	1.00		POA	7,402	9,448	88,824	113,376
POLICE OFFICER	6.00	0.25	POA	7,050	8,998	84,600	107,977
POLICE SERVICES TECH/CSO	1.00		POA	5,591	7,135	67,088	85,625
DISPATCHER	5.00	1.00	POA	5,591	7,135	67,088	85,625

OTHER PART TIME EMPLOYEES:	HOURLY	
	LOW	HIGH
SUMMER CAMP COUNCILOR	30.44	38.85
POLICE CADET (2)	15.30	15.56
FINANCE OFFICE ASSISTANT	15,30	31.45

TOTAL FULL-TIME EQUIVALENT (FTE) 32.50 3.60

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  
 \*Approved 5/29/2024 to reflect COLA approved 10/1/2023 representing a 3% COLA for Police Corporals and Police Officers,  
 and a 1% COLA for all other POA positions