



TOWN OF FAIRFAX

STAFF REPORT

August 4, 2021

TO: Mayor and Town Council

FROM: Michael Vivrette, Finance Director

SUBJECT: Adopt a Resolution Adopting an Annual Salary Schedule

RECOMMENDATION

Adopt the resolution.

DISCUSSION

CalPERS requires the Town Council to adopt a salary schedule. The Town Council usually adopts the salary schedule when it adopts its annual budget in July, which includes the salary schedule as an appendix. This year, however, the employment agreements and memoranda of understanding were not approved in time for the budget adoption in July. Rather than delay the budget adoption, staff postponed the adoption of the salary schedule to tonight's meeting.

FISCAL IMPACT

None

ATTACHMENT

Resolution

RESOLUTION 21-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
ADOPTING AN ANNUAL SALARY SCHEDULE**

WHEREAS, CalPERS requires the Town Council to adopt a salary schedule; and

WHEREAS, the Town Council normally adopts the salary schedule as part of its budget;
and

WHEREAS, on August 4, 2021, the Town Council approved changes to Town
employee salary schedules by resolutions approving amended and restated
Memoranda of Understanding (MOU's) and Management Wages and
Benefits;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council of the Town
of Fairfax adopts the salary schedule attached hereto and incorporated herein as
Exhibit 'A'.

The foregoing Resolution was duly passed and adopted at a Regular Meeting of the
Town Council of the Town of Fairfax held in said Town on the 4th day of August 2021,
by the following vote, to wit:

AYES:

NOES:

ABSENT:

BRUCE ACKERMAN, Mayor

Attest:

Michele Gardner, Town Clerk

Exhibit A

**TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2021/22**

AS OF 7/1/21 (UPDATED 8/4/21)

FULL TIME EMPLOYEES:	FTE	UNIT	MONTHLY		ANNUAL	
			LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00	CONTR	17,425	17,425	209,095	209,095
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	4,338	5,537	52,060	66,443
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00	MGMT	10,253	11,869	123,039	142,432
FINANCE DIRECTOR	1.00	MGMT	10,253	11,869	123,039	142,432
PLANNING & BUILDING DIRECTOR	1.00	MGMT	10,253	11,869	123,039	142,432
PUBLIC WORKS DIRECTOR	1.00	MGMT	10,253	11,869	123,039	142,432
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
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	13,772	13,772	165,261	165,261
POLICE LIEUTENANT	1.00	POA	9,223	11,771	110,672	141,249
POLICE SERGEANT	2.00	POA	7,605	9,706	91,257	116,470
POLICE CORPORAL	2.00	POA	6,581	8,400	78,975	100,795
POLICE OFFICER	5.00	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	4.00	POA	5,069	6,469	60,825	77,630

MANAGEMENT ANALYST	-	MGMT	6,906	7,995	82,875	95,939
ASSISTANT TO THE TOWN MANAGER	-	MGMT	7,855	10,026	94,264	120,308
ASSISTANT PLANNER	-	MGMT	5,755	6,662	69,054	79,939
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) 28.00

PART TIME EMPLOYEES:	FTE	HOURLY	
		LOW	HIGH
FINANCE OFFICE ASSISTANT	0.10	15.68	15.94
PLANNING TECH	0.10	15.68	32.23
POLICE CADET (2)	0.25	16.83	17.85
ACCOUNTANT I/II(2)	0.80	-	44.78
DISPATCHER (4)	1.00	27.71	35.37
RESERVE POLICE OFFICER (2)	0.25	-	46.15
RESERVE POLICE LIEUTENANT			67.91
ASSISTANT PLANNER	0.50	32.23	37.31
CONSULTING PUBLIC WORKS DIRECTOR	0.67	-	61.50
RECREATION & COMMUNITY SERVICES MGR	0.63	33.95	34.95
EVENTS & VOLUNTEER COORDINATOR	0.60	26.14	26.66
MARKETING & COMMUNICATION SPECIALIST	0.50	38.68	38.68

TOTAL PART TIME (FTE) 5.40

TOTAL FTE 33.40

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