



TOWN OF FAIRFAX

STAFF REPORT

December 1, 2021

TO: Mayor and Town Council

FROM: Adam Politzer, Interim Town Manager

SUBJECT: Modify the Public Works Director Salary Range to bring it in line with the Public Works Directors' Salaries of similar sized Towns in Marin County and Adopt a Resolution Amending the Annual Salary Schedule for Fiscal Year 2021-22

RECOMMENDATION

Adopt the resolution amending the salary schedule to reflect an adjustment to the Public Works Director to a maximum of \$13,750 per month.

BACKGROUND

In adopting the Town's budget for FY21-22 on July 7, 2021, the Council appropriated funds for a full-time Director of Public Works. At its July 7, 2021 meeting, Council approved a Consultant Services Agreement with Ralph Andersen & Associates for recruitment services for the Public Works Director. At its October 20, 2021 meeting, Council received an update on the Public Works Director recruitment and the Council appointed Councilmembers Goddard and Cutrano to serve on an ad-hoc subcommittee to work with the Interim Town Manager, Interim Public Works Director, Town Clerk, and Heather Renschler with Ralph Andersen & Associates to prepare and review recruitment materials for the Public Works Director position.

DISCUSSION

The ad-hoc subcommittee has met twice (Tuesday October 26 and Thursday October 28, 2021) to review and finalize the recruitment brochure. The Town Council reviewed and approved the brochure at its November 3, 2021 meeting. Council directed Heather Renschler to advertise the Public Works Director position with the application period closing Monday, December 6, 2021. The ad-hoc subcommittee recommends that the Council review the salary range for the position of Public Works Director and consider modifying the salary range to reflect the current Marin County market.

FISCAL IMPACT

The Town of Fairfax salary range for the Public Works Director position is currently capped at \$138,958 annually or \$11,580 monthly. As indicated in the Table on the next page, the average of the maximum salaries this fiscal year for Public Works Directors in seven towns in Marin County similar in size to the Town of Fairfax is \$186,438¹. Staff recommends that the Town of Fairfax amend its salary range for the Public Works Director to a maximum of \$165,000 or \$13,750 monthly.

¹ Data from each Town or City website/budget.

<u>Town</u>	<u>Annual Salary</u>	<u>Monthly Salary</u>	
• Sausalito	\$201,323	\$16,777	
• Tiburon	\$200,208	\$16,684	
• Larkspur	\$198,900	\$16,575	
• Corte Madera	\$196,272	\$16,356	
• San Anselmo	\$179,916	\$14,993	
• Ross	\$165,669	\$13,806	
• Fairfax	\$165,000	\$13,750	(Proposed)
• Belvedere	\$162,780	\$13,565	

CalPERS requires the Town Council to adopt a salary schedule by resolution. The Town Council adopted its current annual salary schedule in August, when it adopted the Budget for Fiscal Year 2021-22, which includes the salary schedule as an appendix. Each time salaries change or positions are added, the Town must adopt a new resolution amending the salary schedule to reflect the changes.

ATTACHMENT
Proposed Resolution

RESOLUTION 21-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING ANNUAL SALARY SCHEDULE FOR FISCAL YEAR 2021-22 ADOPTED
PURSUANT TO RESOLUTION NO. 21-34**

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

WHEREAS, at a duly noticed public meeting held on August 4, 2021, the Town Council
adopted Resolution 21-34 Adopting an Annual Salary Schedule for Fiscal
Year 2021-2022; and

WHEREAS, at a duly noticed public meeting held on December 1, 2021, the Town
Council considered and approved changes to the salary range for the
position of Public Works Director; and

WHEREAS, the Town Council now wishes to amend the Adopted Salary Schedule to
reflect said changes;

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 1st day of December
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**

EXHIBIT A

FOR FISCAL YEAR 2021/22

AS OF 12/1/21

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	123,038	142,432
FINANCE DIRECTOR	1.00	MGMT	10,253	11,869	123,038	142,432
PLANNING & BUILDING DIRECTOR	1.00	MGMT	10,253	11,869	123,038	142,432
PUBLIC WORKS DIRECTOR **	1.00	MGMT	11,878	13,750	142,533	165,000
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
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	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
DEPUTY TOWN CLERK	-	MGMT	5,679	7,248	68,151	86,980
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	UNIT	HOURLY	
			LOW	HIGH
FINANCE OFFICE ASSISTANT	0.10	MGMT	15.68	15.94
PLANNING TECH	0.10	MGMT	15.68	32.23
POLICE CADET (2)	0.25	POA	16.83	17.85
ACCOUNTANT I/II(2)	0.80	MGMT	-	44.78
DISPATCHER (4)	1.00	POA	27.71	35.37
RESERVE POLICE OFFICER (2)	0.25	POA	-	43.74
ASSISTANT PLANNER	0.50	MGMT	32.23	37.31
CONSULTING PUBLIC WORKS DIRECTOR	0.67	MGMT	-	61.50
RECREATION & COMMUNITY SERVICES MGR	0.63	MGMT	33.95	34.95
EVENTS & VOLUNTEER COORDINATOR	0.60	MGMT	26.14	26.66
MARKETING & COMMUNICATION SPECIALIST	0.50	MGMT	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

** Revisions from prior version