



TOWN OF FAIRFAX

STAFF REPORT

February 2, 2022

TO: Mayor and Town Council

FROM: Michael Vivrette, Finance Director

SUBJECT: Adopt a Resolution Amending the Annual Salary Schedule for Fiscal Year 2021-22 to add the Climate Action Coordinator position and to reflect adjustment to the Town Manager salary

RECOMMENDATION

Adopt the proposed resolution.

DISCUSSION

CalPERS requires the Town Council to adopt an annual salary schedule by resolution, and to amend it each time salaries change or positions are added.

The Town Council adopted its current fiscal year salary schedule in August 2021, pursuant to Resolution No. 21-34. The resolution before the Council tonight is to amend the schedule to add the Climate Action Coordinator position and to reflect a change in the Town Manager salary based on the employment contract approved by the Council in December.

FISCAL IMPACT

The Climate Action Coordinator salary range is from \$5000 monthly to \$5788 monthly. The salary range for the Town Manager position will change from \$17,425 monthly to \$18,167 monthly.

ATTACHMENT

Proposed Resolution

RESOLUTION 22-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING ANNUAL SALARY SCHEDULE FOR FISCAL YEAR 2021-22 ADOPTED
PURSUANT TO RESOLUTION NOS. 21-34 AND 21-46**

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

WHEREAS, at a duly noticed public meeting held on August 4th, 2021, the Town Council adopted Resolution No. 21-34 Adopting an Annual Salary Schedule for Fiscal Year 2021-2022; and

WHEREAS, at a duly noticed public meeting held on December 1st, 2021, the Town Council adopted Resolution 21-46 Amending Annual Salary Schedule for Fiscal Year 2021-22 Adopted Pursuant to Resolution No. 21-34; and

WHEREAS, at a duly noticed public meeting held on December 15th, 2021, the Town Council adopted Resolution 21-52 Appointing Heather Abrams as Town Manager and Approving an Employment Contract, effective no later than March 1, 2022; and

WHEREAS, at a duly noticed public meeting held on February 2nd, 2022, the Town Council adopted a resolution establishing a job classification specification and pay range for the Climate Action Coordinator position; and

WHEREAS, the Town Council now wishes to amend the Adopted Salary Schedule to reflect the Town Manager salary and Climate Action Coordinator pay range;

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 2nd day of February 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Stephanie Hellman, Mayor

Attest: _____
Michele Gardner, Town Clerk

Exhibit A