

TOWN OF FAIRFAX STAFF REPORT May 4, 2022

TO: Mayor and Town Council

FROM: Anne Mannes, Recreation and Community Services Manager - Programs

SUBJECT: Receive Quarterly Financial Report on Department of Recreation and Community

Services from January through March 2022

RECOMMENDATION

Receive the report.

DISCUSSION

The attached summary report covers the January to March 2022 programs:

- Quarterly Financial (reviewed by Finance Director 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.

This Winter quarter, Fairfax Recreation and Community Services Manager:

- Planned for the upcoming spring and summer season, produced, and distributed a Spring/Summer 2022 brochure to all Fairfax residents and approximately 150 nonresidents.
- Hired summer staff and independent contractors for our classes and camps- including handling paperwork, schedules, and budget.
- Hosted several ongoing classes, including adding a new Chi Gong class, and an Adult Dodgeball Night.
- We hosted our first annual Fairfax Photo Club which will occur monthly online on the third Thursday.
- We received our final January and February rental income from our partnership with Flying Dutchman Gymnastics- a successful 7-year partnership that brought positive activities for youth and families in our community.
- Spent several days clearing out the Pavilion and Community Center for upcoming changes.

Additionally, Fairfax Recreation's Events and Volunteer Coordinator:

- In conjunction with the RCS Manager, prepared and released the RFP for the Artist-in-Resident vacancy. Interviewed and recommended candidate Sharon Virtue as the finalist to the Town Council.
- Formed sub-committee of PARC to study outdoor stationary fitness stations in Peri Park.
- Arranged for foundation of Public Art in the Parkade to be structurally reinforced to support weight of large metal sculptures on display.
- Reviewed and approved metal art sculpture from Ross Asselstine for placement and exhibit in the Art in the Parkade.
- Participated in "Welcome Neighbor" informational packets that will be targeted towards new residents.
- Organized clean out of basement of the Pavilion with Marin Sanitary debris box for Fairfax Theater Company in preparation of Pavilion closure for renovations.
- Ordered engraved paver for Community Garden through Friends of the Library as part of library/garden expansion project.

FISCAL IMPACT

None

<u>ATTACHMENT</u>

A. Revenue Detail: January – March 2022

B. Expense Breakdown FY 21-22

Revenue Breakdown January Februar	w March 2022 EV DEC				
CLASSES - Toddler Music	1 sessions @ 30 minutes (2.5 hours tota	EV Posidonts	Non Rocidents	Total Participants	Total
CLASSES - Toddier Wusic		•	Non Residents		
	Session 1 @ \$75 (5 wks)	3	5	8	\$600
Winter Break Skate Camp	Winter Session (8 hours)				4.000
	February	2	2	4	\$600
After School Skate Club	Feb- March	0	0	0	\$0
Parent and Me Skating Support	February (8 hours)	1	0	1	\$12
Middle and High School Programs					
PARTNERSHIP PROGRAMS					
Flying Dutchman Gymnastics Rental		N/a	N/a	N/a	Total
	January				\$4,593
	February				\$4,593
Birthday Party Rentals	Jan - March - Women's Club				\$315
DONATIONS					
* from Tamela class	January				\$375
,	February				\$1,190
	March				\$360
EVENTS					,
Fairfax Photo Club - AIR project	February	7	5	12	\$0
Fairfax Photo Club - AIR project	March	7	5	12	\$0
Merchandise/Other	Jan - March				\$570
ADULT programs (for fee)					
Adult Dodgeball Night	February (2 hours)	20	9	29	\$145
Chi Gong	1 hour/week (5 hours)				,
J	March	11	5	16	\$585
FREE RESOURCES					,
New Parents and Babies Group	1.5 hour per week (13 sessions/15 hrs)	FX Resident	Non Resident	Total Participants	Total
The state of the s	January	2	2	4	
	February	9	2	11	
	March	7	2	9	
Outdoor Yoga (Winter Indoor)	1 hour per wk (10 classes/hour total)		_		
	January	14	Δ	18	\$35

	February	11	4	15	\$35
	March	5	3	8	
Dance for Seniors	February	6	0	6	
1 hour per wk (5 classes/hour total)	March	7	0	7	
Chair and Mat Yoga	Jan to March				above donations
Mat Yoga/Jan	12 Sessions @ 75 minute =18	11	7	18	
Chair Yoga/Jan	12 Sessions @ 60 minutes =12	10	5	15	
Mat Yoga/Feb	12 Sessions @ 75 minute = 18	18	7	25	
Chair Yoga/Feb	12 Sessions @ 60 minutes= 12	11	6	17	
Mat Yoga/March	12 Sessions @ 75 minute=18	21	7	28	
Chair Yoga/March	12 Sessions @ 60 minutes= 12	12	6	18	
	Hours	FX Resident	Non Resident	Total Participants	Total Revenue
	148 hours	195	86	281	\$14,008

Town of Fairfax

Receration & Community Services Quarterly Financial Report - Camps & Classes January - March 2022

Camp fees 12,780.00 12,780.00 12,780.00 2,626.00 5,110.00 1,942.00 9,678.00 3,679.00 3,679	Revenue				
Classes 2,626.00 5,110.00 1,942.00 9,678.00 8,370.00 10,951.00 9,186.00 28,507.00 20,000		12.780.00			12.780.00
Parnership rentals (FDG) Brithday Parties Rental Condations & Fundraising Total Revenues 26,899.00 Total Revenues 20,512.16 Total Revenues 20,512.10 Total Revenues 20,512.16 Total Revenues 20,512.10 Total Revenues 20,512.10	Classes		5.110.00	1.942.00	
Sirthday Parties Rental 2,055.00 315.00 2,370.00 2,000.00 3,12.00 3,123.00 7,024.00 2,565.00 12,712.00 26,899.00 25,140.00 14,008.00 66,047.00			,		
3,123.00					
Total Revenues 26,899.00 25,140.00 14,008.00 66,047.00		3.123.00			
Rose	<u> </u>			•	
Personnel RCS Staff 20,512.16 16,535.07 18,599.13 55,646.36 Counselors (Harry, Naomi) 1,750.00 1,750.00 250.00 Councilor in Training (CIT) 250.00 250.00 250.00 26		,	,	,	,
Counselors (Harry, Naomi)	Expenses	I I	,	'	
1,750.00 1,750.00 2,000.00	Personnel				
Councilor in Training (CIT) 250.00 250.00 250.00 250.00 2,000.00	RCS Staff	20,512.16	16,535.07	18,599.13	55,646.36
Artist in Residence Collaborative Stipend After School Skate Club (Steven) Age Friendly Dance (Sisi) Age Friendly Dance (Sisi) Age Friendly Yoga (Tamela) Age Friendly 250.00 Age Friendly 260.00	Counselors (Harry, Naomi)	1,750.00			1,750.00
After School Skate Club (Steven) Age Friendly Dance (Sisi) Age Friendly Poga (Tamela) Age Friendly Yoga (Age Voga (Age Voga (Tamela)) Age Friendly Yoga (Age Voga (Age	Councilor in Training (CIT)	250.00			250.00
Age Friendly Dance (Sisi) Age Friendly Yoga (Tamela) Age Friendly Yoga (Tamela) Age Friendly Yoga (Tamela) Age Friendly Yoga (Tamela) Ade Friendly Yoga (Age Friendly	Artist in Residence Collaborative Stipend			2,000.00	2,000.00
Age Friendly Yoga (Tamela) 4,690.00 4,070.00 3,960.00 12,720.00 Art and Nature - Olga 1,250.00 1,250.00 1,250.00 Chi Gong (Susan E) 410.00 410.00 410.00 Dodgeball Night 500.00 500.00 500.00 New Parents and Babies (Ali) 450.00 500.00 650.00 1,600.00 Dutdoor/Indoor Yoga (Veronica) 605.00 550.00 660.00 1,815.00 Parent & Me (Steven) 610.00 428.40 1,038.40 Skate Camp (Steven) 1,456.00 - 1,456.00 Special teacher CFX (Aura) 1,250.00 1,250.00 150.00 Tennis (Xeres) 150.00 150.00 150.00 Toddler Music (Dani) 945.00 350.00 420.00 1,715.00 Total Personnel 34,663.16 24,153.07 27,427.53 86,243.76 Materials and Supplies 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	After School Skate Club (Steven)	705.00	788.00		1,493.00
Art and Nature - Olga Chi Gong (Susan E) Chi Gong (Solo) Ch	Age Friendly Dance (Sisi)	650.00	250.00	300.00	1,200.00
Chi Gong (Susan E)	Age Friendly Yoga (Tamela)	4,690.00	4,070.00	3,960.00	12,720.00
Sound Soun	Art and Nature - Olga	1,250.00			1,250.00
New Parents and Babies (Ali)	Chi Gong (Susan E)			410.00	410.00
Outdoor/Indoor Yoga (Veronica) 605.00 550.00 660.00 1,815.00 Parent & Me (Steven) 610.00 428.40 1,038.40 Skate Camp (Steven) 1,456.00 - 1,456.00 Special teacher CFX (Aura) 1,250.00 1,250.00 150.00 Tennis (Xeres) 150.00 150.00 150.00 Toddler Music (Dani) 945.00 350.00 420.00 1,715.00 Total Personnel 34,663.16 24,153.07 27,427.53 86,243.76 Materials and Supplies Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 125.00 Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Dodgeball Night		500.00		500.00
Parent & Me (Steven) Skate Camp (Steven) Special teacher CFX (Aura) Fennis (Xeres) Foddler Music (Dani) Total Personnel Art Supplies & Other Event & Activity Cost Camp FX t-shirts Miscellaneous Active Net Fees (6.25%) Fennis (Steven) 1,456.00 - 1,456.00 - 1,456.00 - 1,250.00 - 1,250.00 - 150.00 - 150.00 - 150.00 - 150.00 - 150.00 - 1715.00 -	New Parents and Babies (Ali)	450.00	500.00	650.00	1,600.00
Skate Camp (Steven) 1,456.00 - 1,456.00 Special teacher CFX (Aura) 1,250.00 1,250.00 Fennis (Xeres) 150.00 150.00 Foddler Music (Dani) 945.00 350.00 420.00 1,715.00 Total Personnel 34,663.16 24,153.07 27,427.53 86,243.76 Materials and Supplies Art Supplies & Other 600.00 575.46 73.19 1,248.65 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 125.00 125.00 Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Outdoor/Indoor Yoga (Veronica)	605.00	550.00	660.00	1,815.00
1,250.00 1,248.65 1,250.00 1,248.65 1,250.00	Parent & Me (Steven)		610.00	428.40	1,038.40
Tennis (Xeres)	Skate Camp (Steven)	1,456.00	-		1,456.00
Materials and Supplies 600.00 575.46 73.19 1,248.65 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Special teacher CFX (Aura)	1,250.00			1,250.00
Materials and Supplies 600.00 575.46 73.19 1,248.65 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Tennis (Xeres)	150.00			150.00
Materials and Supplies Art Supplies & Other 600.00 575.46 73.19 1,248.65 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 125.00 Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Toddler Music (Dani)	945.00	350.00	420.00	1,715.00
Art Supplies & Other 600.00 575.46 73.19 1,248.65 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 125.00 Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Total Personnel	34,663.16	24,153.07	27,427.53	86,243.76
Art Supplies & Other 600.00 575.46 73.19 1,248.65 Event & Activity Cost 250.00 3,103.23 1,785.03 5,138.26 Camp FX t-shirts 125.00 125.00 Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	Materials and Sunnlies				
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Camp FX t-shirts 125.00 125.00 Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63	• •				
Miscellaneous 470.59 625.00 1,095.59 Active Net Fees (6.25%) 962.88 319.38 121.38 1,403.63			3,103.23	1,700.00	
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		962.88			
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Grand Total Expenses 36,601.03 28,621.73 30,032.13 95,254.88	Grand Total Expenses	36,601.03	28,621.73	30,032.13	95,254.88
	Revenue over Expenditure	(9,702.03)	(3,481.73)	(16,024.13)	(29,207.88)
	Event & Activity Cost Camp FX t-shirts Miscellaneous Active Net Fees (6.25%) Total Materials & Supplies Grand Total Expenses	250.00 125.00 962.88 1,937.88	3,103.23 470.59 319.38 4,468.66 28,621.73	1,785.0 625.0 121.3 2,604.6 30,032. 1	00 88 60 13
	Revenue over Expenditure	(9,702.03)	(3,481.73)	(16,024.13)	(29,207.88)
Revenue over Expenditure (9,702.03) (3,481.73) (16,024.13) (29,207.88)	Anne				
	Rate	46.11	46.11	46.11	46.11
Anne	Hours	400		362	
Anne Rate 46.11 46.11 46.11 46.11	total				
Anne Rate 46.11 46.11 46.11 46.11 Hours 400 321 362 1083	PERS				
Anne Rate 46.11 46.11 46.11 46.11 46.11 Hours 400 321 362 1083 otal 18,444.00 14,801.31 16,691.82 49,937.13	medicare	•			
Anne Rate 46.11 46.11 46.11 46.11 46.11 Hours 400 321 362 1083 otal 18,444.00 14,801.31 16,691.82 49,937.13 PERS 1,425.72 1,144.14 1,290.28 3,860.14	medical				
Anne Rate 46.11 46.11 46.11 46.11 46.11 46.11 4000 321 362 1083 otal 18,444.00 14,801.31 16,691.82 49,937.13 PERS 1,425.72 1,144.14 1,290.28 3,860.14 medicare 267.44 214.62 242.03 724.09					
Anne Rate		20,012.10	.0,000.07	10,000.10	0.,000.00
Anne Rate 46.11 46.11 46.11 46.11 46.11 46.11 4000 321 362 1083 otal 18,444.00 14,801.31 16,691.82 49,937.13 PERS 1,425.72 1,144.14 1,290.28 3,860.14 medicare 267.44 214.62 242.03 724.09					

Q1

Q2

Q3

TOTALS