



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

ATTACHMENT

- A. Revenue Detail: January – March 2022
- B. Expense Breakdown FY 21-22

Revenue Breakdown January February March 2022 FX REC					
CLASSES - Toddler Music	1 sessions @ 30 minutes (2.5 hours total)	FX Residents	Non Residents	Total Participants	Total
	Session 1 @ \$75 (5 wks)	3	5	8	\$600
Winter Break Skate Camp	Winter Session (8 hours)				
	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					
	<i>* from Tamela class</i> 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)				
	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
	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	4	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				<i>above donations</i>
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

Q1	Q2	Q3	TOTALS
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Revenue

Camp fees	12,780.00			12,780.00
Classes	2,626.00	5,110.00	1,942.00	9,678.00
Parnership rentals (FDG)	8,370.00	10,951.00	9,186.00	28,507.00
Birthday Parties Rental		2,055.00	315.00	2,370.00
Donations & Fundraising	3,123.00	7,024.00	2,565.00	12,712.00
Total Revenues	26,899.00	25,140.00	14,008.00	66,047.00

Expenses

Personnel

RCS Staff	20,512.16	16,535.07	18,599.13	55,646.36
Counselors (Harry, Naomi)	1,750.00			1,750.00
Councilor in Training (CIT)	250.00			250.00
Artist in Residence Collaborative Stipend			2,000.00	2,000.00
After School Skate Club (Steven)	705.00	788.00		1,493.00
Age Friendly Dance (Sisi)	650.00	250.00	300.00	1,200.00
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
Chi Gong (Susan E)			410.00	410.00
Dodgeball Night		500.00		500.00
New Parents and Babies (Ali)	450.00	500.00	650.00	1,600.00
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
Tennis (Xeres)	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

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 Materials & Supplies	1,937.88	4,468.66	2,604.60	9,011.13

Grand Total Expenses

36,601.03	28,621.73	30,032.13	95,254.88
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Revenue over Expenditure

(9,702.03)	(3,481.73)	(16,024.13)	(29,207.88)
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Anne				
Rate	46.11	46.11	46.11	46.11
Hours	400	321	362	1083
total	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
medical	375.00	375.00	375.00	375.00
	20,512.16	16,535.07	18,599.13	54,896.36