



TOWN OF FAIRFAX

STAFF REPORT

July 6, 2022

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Adopt the resolution amending the salary schedule reflecting an adjustment to the Planning & Building Services Director and Public Works Director

RECOMMENDATION

Adopt the resolution amending the salary schedule reflecting an adjustment to the Planning & Building Services Director to a maximum of \$14,583 per month and to the Public Works Director to a maximum of \$15,417 per month.

BACKGROUND

The Town is recruiting to fill two open positions: a full-time on-going Public Works Director, and a full-time on-going Planning & Building Services Director.

DISCUSSION

In order to increase the likelihood of a successful recruitment, staff recommends amending the salary to within the range of other similar local jurisdictions. Qualified candidates are in extremely high demand and many professional positions in Marin jurisdictions remain unfilled. The Town of Fairfax salary range for the Planning & Building Services Director position is currently capped at \$142,432 annually or \$11,869 monthly, and the Public Works Director position is currently capped at \$165,000 annually or \$13,750 monthly. As indicated in the Table on the next page, the average of the maximum salaries this fiscal year for Planning Directors in seven towns in Marin County similar in size to the Town of Fairfax is \$175,502 and the average of the maximum salaries for Public Works Directors is \$190,865¹. Please keep in mind, the salaries below for other jurisdictions may be increased during the budget season which all California cities are in now. Staff recommends that the Town of Fairfax amend its salary range for the Planning Director to a maximum of \$175,000 or \$14,583 monthly and amend its salary range for the Public Works Director to a maximum of \$185,000 or \$15,417 monthly.

¹ Data from each Town or City website/budget.

Town	Planning Director Annual Salary	Planning Director Monthly Salary	Public Works Director Annual Salary	Public Works Director Monthly Salary
Sausalito	\$183,221	\$15,268	\$201,324	\$16,777
Tiburon	\$177,480	\$14,790	\$200,208	\$16,684
Larkspur	\$168,084	\$14,007	\$203,868	\$16,989
Corte Madera	\$202,152	\$16,846	\$202,152	\$16,846
San Anselmo	\$162,420	\$13,535	\$183,528	\$15,294
Ross	\$165,936	\$13,828	\$180,564	\$15,047
Fairfax (Proposed)	\$175,000	\$14,583	\$185,000	\$15,417
Belvedere	\$169,224	\$14,102	\$164,412	\$13,701

CalPERS requires the Town Council to adopt a salary schedule by resolution. Each time salaries change, or positions are added, the Town must adopt a new resolution amending the salary schedule to reflect the changes.

FISCAL IMPACT

The proposed budget for FY22-23 includes funding to for the Public Works Director and the Planning & Building Services Director. The FY 22-23 budget assumes that the Public Works Director and the Planning & Building Services Director will likely be hired in the second quarter of the Fiscal Year. Director level positions typically have a salary range, and Directors are hired by the Town Manager at the appropriate point within the range base on the incoming Director’s level of experience and expertise.

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, 21-46, and 22-11**

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

WHEREAS, at a duly noticed public meeting held on July 7, 2021, the Town Council adopted Resolution No. 21-34 Adopting an Annual Salary Schedule for Fiscal Year 2021-2022, and subsequently amended it with Resolution Nos. 21-46 and 22-11; and

WHEREAS, at a duly noticed public meeting July 6, 2022, the Town Council considered and approved changes to the salary range for the positions of Public Works Director and Planning and Building Services 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 6th day of July 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

STEPHANIE HELLMAN, Mayor

Attest:

Michele Gardner, Town Clerk

Exhibit A

**TOWN OF FAIRFAX
SALARY-SCHEDULE**

FULL TIME EMPLOYEES:	FTE	UNIT	MONTHLY		ANNUAL	
			LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00	CONTR	18,167	18,167	218,000	218,000
ADMINISTRATIVE ASSISTANT II	1.00	SEIU	4,244	5,416	50,926	64,995
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	**	MGMT	12,598	14,583	151,172	175,000
PUBLIC WORKS DIRECTOR	**	MGMT	13,318	15,417	159,810	185,000
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	15,149	15,149	181,787	181,787
POLICE LIEUTENANT	-	POA	10,191	13,007	122,294	156,081
POLICE SERGEANT	3.00	POA	9,706	12,387	116,470	148,649
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	6,738	7,800	80,854	93,599
DEPUTY TOWN CLERK	-	MGMT	5,707	7,284	68,483	87,404
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:

FINANCE OFFICE ASSISTANT	0.10
PLANNING TECH	0.10
POLICE CADET (2)	0.25
ACCOUNTANT I/II(2)	0.80
DISPATCHER (4)	1.00
RESERVE POLICE OFFICER	0.25
RESERVE POLICE LIEUTENANT	0.50
ASSISTANT PLANNER	0.50
RECREATION & COMMUNITY SERVICES MGR	0.63
EVENTS & VOLUNTEER COORDINATOR	0.60
MARKETING & COMMUNICATION SPECIALIST	0.50

TOTAL PART TIME (FTE) 5.23

TOTAL FTE 33.23

HOURLY	
LOW	HIGH
15.00	15.94
	36.60
16.83	29.24
40.62	49.37
27.71	35.37
	44.83
	67.91
33.20	38.43
	46.11
	36.00
	46.13

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