



TOWN OF FAIRFAX

STAFF REPORT

February 1, 2023

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Adopt Resolution Amending Annual Salary Schedule for Fiscal Year 2022-23 to reflect Salary Range Adjustments for the Climate Action Coordinator and Deputy Town Clerk/Administrative Analyst positions

RECOMMENDATION

Adopt resolution as appropriate.

DISCUSSION

CalPERS regulations require the Town Council to adopt a salary schedule each time there is an adjustment to pay ranges. Earlier on this agenda, the Council considered adjustments to the pay ranges for the positions of Climate Action Coordinator and Deputy Town Clerk/Administrative Analyst.

The attached resolution reflects those adjustments, if approved. The adjustments would be effective beginning January 16, 2023.

FISCAL IMPACT

Please see the agenda item numbers 11 and 12.

ATTACHMENT

Resolution

RESOLUTION 23-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING ANNUAL SALARY SCHEDULE FOR FISCAL YEAR 2022-23 TO
REFLECT SALARY RANGE ADJUSTMENTS FOR THE CLIMATE ACTION
COORDINATOR AND DEPUTY TOWN CLERK/ADMINISTRATIVE ANALYST
POSITIONS**

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

WHEREAS, at a duly noticed public meeting held on October 11, 2022, the Town
Council adopted Resolution No. 22-86 Adopting an Annual Salary
Schedule for Fiscal Year 2022-2023; and

WHEREAS, at a duly noticed public meeting held on February 1, 2023, the Town
Council considered and approved changes to the position title and salary
range for the position of Deputy Town Clerk / Administrative Analyst; and

WHEREAS, at a duly noticed public meeting held on February 1, 2023, the Town
Council considered and approved changes to the salary range for the
position of Climate Action Coordinator; 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 Annual Salary Schedule attached hereto and incorporated herein
as Exhibit 'A', effective January 16, 2023.

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 February 2023,
by the following vote, to wit:

AYES:

NOES:

ABSENT:

Chance Cutrano, Mayor

Attest:

Michele Gardner, Town Clerk

**TOWN OF FAIRFAX
SALARY SCHEDULE
FOR FISCAL YEAR 2022/23
EFFECTIVE 01/16/23**

EXHIBIT A

REPRESENTED EMPLOYEES:	FULL TIME EQUIV			MONTHLY		ANNUAL	
	FT	PT	UNIT	LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00		NOTE 1	18,167	18,167	218,000	218,000
PUBLIC WORKS DIRECTOR	1.00		MGMT	13,850	16,033	166,200	192,396
PLANNING & BUILDING DIRECTOR	1.00		MGMT	13,102	15,167	157,224	182,004
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00		MGMT	10,663	12,344	127,957	148,128
FINANCE DIRECTOR	1.00		MGMT	10,663	12,344	127,957	148,128
CHIEF BUILDING OFFICIAL/PW MGR	1.00		MGMT	9,586	11,097	115,028	133,164
PRINCIPAL PLANNER	1.00		MGMT	9,110	10,546	109,325	126,552
SENIOR PLANNER	-		MGMT	8,193	9,484	98,317	113,808
ASSOCIATE PLANNER	-		MGMT	6,552	7,586	78,624	91,029
ASSISTANT PLANNER	-	0.50	MGMT	5,985	6,928	71,822	83,142
CLIMATE ACTION COORDINATOR	1.00		MGMT	7,785	9,012	93,419	108,144
ASSISTANT TO THE TOWN MANAGER	-		MGMT	8,169	9,457	98,030	113,484
RECREATION AND COMMUNITY SERVICE MGR		0.63	MGMT	7,538	8,727	90,456	104,724
MANAGEMENT ANALYST	-		MGMT	7,183	8,315	86,196	99,778
MARKETING AND COMMUNICATION SPECIALIST		-	MGMT	7,183	8,315	86,196	99,780
ACCOUNTANT II		0.80	MGMT	7,181	8,312	86,172	99,744
ACCOUNTANT I		-	MGMT	6,203	7,181	74,436	86,172
DEP TOWN CLERK/ADMIN ANALYST	1.00	-	CONF	6,550	8,360	78,600	100,316
COMMUNITY RESOURCES COORD		0.60	MGMT	5,564	6,441	66,768	77,292
SENIOR MAINTENANCE WORKER	2.00		SEIU	5,399	6,891	64,789	82,694
MAINTENANCE WORKER III	1.00		SEIU	4,816	6,147	57,796	73,760
MAINTENANCE WORKER II	-		SEIU	4,545	5,801	54,545	69,615
MAINTENANCE WORKER I	1.00		SEIU	4,327	5,522	51,925	66,263
ADMINISTRATIVE ASSISTANT II	1.00		SEIU	4,555	5,814	54,659	69,765
ADMINISTRATIVE ASSISTANT	-		SEIU	4,456	5,687	53,474	68,242
POLICE CHIEF	1.00		NOTE 1	15,149	15,149	181,787	181,787
POLICE LIEUTENANT	-		POA	9,684	12,359	116,210	148,308
POLICE SERGEANT	2.00		POA	7,985	10,191	95,823	122,296
POLICE CORPORAL	2.00		POA	6,910	8,820	82,921	105,840
POLICE OFFICER	5.00	0.25	POA	6,581	8,400	78,977	100,800
POLICE SERVICES TECH/CSO	1.00		POA	5,322	6,793	63,869	81,516
DISPATCHER	4.00	1.00	POA	5,322	6,793	63,869	81,516

OTHER PART-TIME EMPLOYEES:

RET SPEC HELP SPECIAL PROJ		0.20
SUMMER CAMP COUNCILOR		0.10
POLICE CADET (2)		0.25
FINANCE OFFICE ASSISTANT		0.10

HOURLY	
LOW	HIGH
55.87	71.30
14.00	30.00
	25.66
16.31	18.88

TOTAL FULL-TIME EQUIVALENT (FTE)	29.00	4.43
---	--------------	-------------

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
*Approved 10-06-2022 and represents a 4% COLA for Unrepresented Employee Groups (Management, Confidential, some Part-time positions) 5% COLA for SEIU & POA