



TOWN OF FAIRFAX

SUPPLEMENTAL STAFF REPORT

February 1, 2023

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Approve adjustment to the Climate Action Coordinator pay range

RECOMMENDATION

Approve adjustment to the Climate Action Coordinator pay range to a minimum of **\$7,785** and a maximum of \$9,012 per month effective January 16, 2023.

BACKGROUND

The Town employs a Climate Action Coordinator and shares the costs of the coordinator's salary and benefits with the Town of San Anselmo. Since the beginning of the coordinator's employment In February 2022, Fairfax has been able implement significant Climate Action projects, as detailed in the climate action updates and project staff reports previously delivered to Council. Recruiting and retaining staff in this field is a challenge and particularly for Fairfax due to the cost of living and the breadth of employers competing for talent in the area.

DISCUSSION

In order to help retain staff, staff recommends amending the salary to within the range of other similar local jurisdictions. The Town of Fairfax salary range for the Climate Action Coordinator position is currently capped at \$6,412 monthly. As indicated in the Table on the next page, the median of the maximum monthly salary this fiscal year for Climate Action Coordinator positions in several towns in Marin County and towns of similar in size in the Bay Area is \$9,012. Fairfax management salary ranges typically have four steps and the monthly salary in the proposed steps would be, a) **\$7,785**, b) \$8,174, c) \$8,582, d) \$9,012.

The Town of San Anselmo is supportive of this adjusted range and will continue to share the costs.

Note: this staff report was modified to reflect the correct amount for Step A of the pay range to match the Salary Schedule in Item #13.

Agency	Class Title	Max Annual Salary	Max Monthly Salary
Sausalito	Sustainability Program Coordinator	\$90,060	\$7,505
Belvedere	N/C		
Corte Madera	Climate Action and Adaptation Coordinator	\$108,144	\$9,012
Larkspur	N/C		
Mill Valley	N/C*		
Novato	Sustainability Program Coordinator II	\$98,784	\$8,232
Piedmont	Sustainability Program Manager	\$118,080	\$9,840
Ross	N/C		
San Anselmo	N/C (shared with Fairfax)		
San Rafael	Sustainability Program Manager	\$112,380	\$9,365
<i>Fairfax</i>	<i>Proposed Climate Action Coordinator</i>	<i>\$108,144</i>	<i>\$9,012</i>
Tiburon	N/C*		
	Number of Matches	5	5
	Median of Comparators	\$108,144	\$9,012
	Average (Mean) of Comparators	\$105,489	\$8,791

*Staff recently learned that Mill Valley and Tiburon opened a shared Climate Action staff position under Mill Valley’s “Management Analyst I” classification with the pay range of \$5,192 - \$6,959. This information was gained after Fairfax compiled its salary survey and posted the original staff report for the Fairfax Council Meeting in January, which was canceled due to storms and possible electrical outages. Staff does not recommend changing the proposed Fairfax Climate Action Coordinator range. Salaries tend to adjust every year and it is likely Fairfax could again face a threat to its staff retention efforts.

Each time salaries change, or positions are added, the Town must adopt a new resolution amending the salary schedule to reflect the changes, which is a separate item on this agenda.

FISCAL IMPACT

The proposed budget for FY22-23 includes funding to for the Climate Action Coordinator. A mid-year budget adjustment can be made to align with the Council’s decision, if the Council agrees to move the salary range within the norm for the field. The FY 23-24 budget would also be planned accordingly.

ATTACHMENT

None