



TOWN OF FAIRFAX

STAFF REPORT

May 3, 2023

TO: Mayor and Town Council

FROM: Anne Mannes, Recreation and Community Services Manager

SUBJECT: Receive Fairfax Department of Recreation and Community Services Quarterly Financial report for the January - March 2023 period

RECOMMENDATION

Receive the report.

DISCUSSION

The attached summary report covers the January to March programs:

- Quarterly Financial (reviewed by 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 2023 brochure to all Fairfax residents and approximately 150 nonresidents.
- Hired spring and summer staff and independent contractors for our classes and camps-including handling paperwork, schedules, registration, and budget.
- Hosted several ongoing classes, including a new partnership within Harmony Music to provide toddler and family music classes.
- We received rental income from our partnerships with CYO and Futsal groups, and birthday party rentals.
- Supported Age Friendly Fairfax committee by providing staff support for agenda, minutes and other.

- Met with and supported our Artist in Residence Collaborative with logistics and administrative guidance for current and upcoming events and offerings.
- Worked on budget, goals, and accomplishments for RCS department.

Additionally, Fairfax Recreation's Events and Volunteer Coordinator:

- Returned to in-person meetings for PARC in March now in the Women's Club for the first time since COVID.
- Recruited and received new Volunteer Board applicant to fill vacancy.
- Ordered and replaced No Smoking signs on Age Friendly benches throughout town.
- Met with Sean Youra, Paul Whang, Allison Ritter-Fitzpatrick and Larry Bragman to pursue "Rock the Bike" powered music amplification for Eco Fest stage at Fairfax Festival in June.
- Received event application from Archie Williams High School students Eco Action Club to host clothing swap in Bolinas Park on March 25th.
- Hosted the "Alice in Wonderland" Tea Party at the Women's Club on Sunday, March 19th 2-4 pm courtesy of PARC and the Fairfax Theater Company

FISCAL IMPACT

None

ATTACHMENT

January to March Reports 2023

Town of Fairfax
 Recreation & Community Services
 Quarterly Financial Report - Camps & Classes
 1st Q 23 (January-March 2023)

Revenue

	3rdQ 22	4thQ 22	1st Q 23	2nd Q 23	TOTAL
Camp fees	18,325.00	-	-	-	18,325.00
Classes	2,135.00	4,092.00	3,629.00		9,856.00
Partnership rentals	-	700.00	1,980.00		2,680.00
Birthday Party Rentals		1,210.00	1,980.00		3,190.00
Donations and Fundraising	3,588.00	5,585.00	1,940.00		11,113.00
Total Revenues	24,048.00	11,587.00	9,529.00	-	45,164.00

Expenses

Personnel

RCS Staff	22,308.88	21,594.24	20,164.97	-	64,068.09
AIR Collaborative Stipends	3,000.00	-			3,000.00
Camp Leader	3,400.00	-			3,400.00
Counselor	840.00	-			840.00
Counselor in Training (CIT)	550.00	-			550.00
Skate Camp	455.00	-			455.00
Art and Nature	850.00	-			850.00
Spanish Camp	1,250.00	-			1,250.00
Tennis Camp	630.00	-			630.00
Special teacher	1,200.00	-			1,200.00
Toddler Music	504.00	-			504.00
Age Friendly Yoga	3,306.00	4,104.00	3,990.00		11,400.00
Age Friendly Dance	450.00	150.00	400.00		1,000.00
Outdoor Yoga	550.00	650.00	605.00		1,805.00
New Parents and Babies	350.00	400.00	400.00		1,150.00
Chi Gong	686.00	475.00	339.00		1,500.00
Full Body Fitness	510.00	426.00	420.00		1,356.00
Dodgeball Nights	400.00	800.00			1,200.00
Tot's Open Gym		600.00	600.00		1,200.00
Ballfax Sports Club		616.00	980.00		1,596.00
Family Days/Misc/Other		1,570.00	1,299.00		2,869.00
Teen Open Mic		500.00			500.00
Total Personnel	41,239.88	31,885.24	29,197.97	-	102,323.09

Materials and Supplies

Art Supplies & Other	683.57	1,176.65			1,860.22
Event and Activity Costs	3,253.00	2,434.28	2,085.00		7,772.28
Camp FX t-shirts/other costs	561.00	-	685.00		1,246.00
Miscellaneous	-	-			-
Active Net Fees (6.25%)	1,278.75	255.75	226.81	-	1,761.31
Total Materials & Supplies	5,776.32	3,866.68	2,996.81	-	12,639.81
Total Expenses	47,016.20	35,751.92	32,194.78	-	114,962.90
Net Revenue over Expenditure	(22,968.20)	(24,164.92)	(22,665.78)	-	(69,798.90)

Revenue Breakdown January February March 2023 FX REC					
CLASSES for fee	1 sessions @ 30 minutes (5 hours total)	FX Residents	Non Residents	Total Participants	Total
Toddler Music w In Harmony	Session 1 = 10 weeks	5	0	5	\$195
Ballfax Sports Club	January	0	2	2	\$120
2 hours x 12 sessions/24 hours	February	0	8	8	\$640
	March	0	8	8	\$640
Tot's Open Gym	January (2 hours x 4 sessions/8 hrs)	6	0	6	\$100
Family Days with Good Fun Stuff	January	4	0	4	\$0
2 hrs/month/6 hours	February (donations)	9	7	16	\$186
	March (donations)	6	7	13	\$95
Middle and High School Programs		0	0	0	\$0
ADULT programs (for fee)					
Full Body Fitness	January	4	0	4	\$150
1 hour x 12 sessions/12 hrs	February	7	0	7	\$225
	March	7	0	7	\$224
Chi Gong	January	5	0	5	\$165
1 hour x 12 sessions/12 hrs	February	4	0	4	\$194
	March	4	0	4	\$125
Monday Night Basketball	January	6	10	16	\$320
1.5 hours x 12 sessions/18 hours	February	4	10	14	\$60
	March	4	10	14	\$190
PARTNERSHIP PROGRAMS					
CYO, Futsal, other groups		N/a	N/a	N/a	
	January - March (36 hours)				\$1,980
Birthday Party Rentals					
	Jan - March - Pavilion (38hrs)				\$1,980
DONATIONS					
* from Tamela class	January - March				\$1,510
EVENTS					
Fairfax Photo Club - AIR project	January (1 hr)	8	18	26	
Fairfax Photo Club - AIR project	February (1 hr)	7	11	18	
Fairfax Photo Club - AIR project	March (1 hr)	10	14	24	
Art Workshop by Sharon	January (2 hrs)	4	8	12	
	February (2 hrs)	5	7	12	

AR Exhibition by Susan	January 28 and 29 (8 hours)			450	\$300	
Alice in Wonderland Tea Party - FTC	March (3 hours)			65		
FREE RESOURCES						
New Parents and Babies Group	1.5 hour per week (8 sessions/12 hrs)	FX Resident	Non Resident	Total Participants		
	January	5	0	5		
	February	1	2	3		
	March	2	1	3		
Outdoor Yoga (Winter Indoor)	1 hour per wk (11 classes/hour total)					
	January	6	0	6	\$45	
	February	6	1	7	\$38	
	March	5	0	5	\$47	
Dance for Seniors	January (1 hr per week/8 classes)	7	1	8		
	February	7	0	7		
	March	6	0	6		
Chair and Mat Yoga	Jan to March <i>*above donations</i>					
Mat Yoga/Jan	11 sessions @ 75 minutes = 13.75 hrs	20 zoom/10	8	30		
Chair Yoga/Jan	11 sessions @ 60 minutes = 11hrs	11	4	15		
Mat Yoga/Feb	11 sessions @75 minutes = 13.75 hrs	20zoom/11	8	31		
Chair Yoga/Feb	11 sessions @ 60 minutes = 11hrs	11	3	14		
Mat Yoga/March	13 sessions @75 minutes = 16.25hrs	20zoom/13	9	33		
Chair Yoga/March	13 sessions @60 minutes = 13 hrs	10	4	14		
		Hours	FX Resident	Non Resident	Total Participants	Total Revenue
		287	169	136	889	\$9,529