



FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

MEETING DATE:	July 12, 2023
PREPARED FOR:	Mayor and Town Council
PREPARED BY:	Michael Vivrette, Finance Director and Heather Abrams, Town Manager
SUBJECT:	Adopt Resolution Amending Annual Salary Schedule for Fiscal Year 2023-24 to reflect Salary Range Adjustments Effective July 1, 2023 for all positions, and showing new base salaries changed by labor agreements

RECOMMENDATION

Adopt attached resolution.

DISCUSSION

CalPERS regulations require the Town Council to adopt a salary schedule each time there is an adjustment to pay ranges. In October 2022, the Council approved Memorandums Of Understanding (MOUs) with the SEIU labor group, the Fairfax Police Association (POA), and the Council approved salary and benefits for the unrepresented employees of the Town. These documents provided for Cost-of-Living Adjustments (COLAs) to employee's base salary effective July 1, 2022 and July 1, 2023. CalPERS requires the salaries to be approved separately by the Council each time a change is made.

The Adopted budget for FY24, under consideration at this meeting, includes appropriations for MOU salary adjustments.

The attached resolution reflects the COLA adjustments. The adjustments would be effective beginning July 1, 2023, in keeping with the MOUs.

FISCAL IMPACT

The COLAs are already accounted for in the Town's Budget planning process, no budget adjustment is necessary.

ATTACHMENT

Resolution

RESOLUTION 23-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING ANNUAL SALARY SCHEDULE FOR FISCAL YEAR 2023-24 TO REFLECT
SALARY RANGE ADJUSTMENTS EFFECTIVE JULY 1, 2023 FOR ALL POSITIONS, AND
SHOWING NEW BASE SALARIES CHANGED BY LABOR AGREEMENTS**

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 2022-23; 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, at a duly noticed public meeting held on February 1, 2023, the Town Council amended the Adopted Salary Schedule to reflect said changes; and

WHEREAS, the Town Council now wishes to amend the Adopted Salary Schedule to reflect Cost of Living Adjustments (COLAs) for Fiscal Year 2023-24 approved in the labor agreements approved on October 11, 2022;

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 July 1, 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 12th day of July 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 2023/24
EFFECTIVE 07/1/23**

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	14,335	16,594	172,017	199,130
PLANNING & BUILDING DIRECTOR	1.00		MGMT	13,561	15,698	162,727	188,374
DEP TOWN CLERK/ASST TO THE TOWN MGR	1.00		MGMT	11,036	12,776	132,436	153,312
FINANCE DIRECTOR	1.00		MGMT	11,036	12,776	132,436	153,312
CHIEF BUILDING OFFICIAL/PW MGR	1.00		MGMT	9,921	11,485	119,054	137,825
PRINCIPAL PLANNER	1.00		MGMT	9,429	10,915	113,151	130,981
SENIOR PLANNER	-		MGMT	8,480	9,816	101,759	117,791
ASSOCIATE PLANNER	-		MGMT	6,781	7,851	81,376	94,215
ASSISTANT PLANNER	2.00		MGMT	6,195	7,171	74,336	86,052
CLIMATE ACTION COORDINATOR	0.50		MGMT	8,057	9,327	96,688	111,929
ASSISTANT TO THE TOWN MANAGER	-		MGMT	8,455	9,788	101,461	117,456
RECREATION AND COMMUNITY SERVICE MGR		0.70	MGMT	7,802	9,032	93,622	108,389
MANAGEMENT ANALYST	-		MGMT	7,434	8,606	89,213	103,270
MARKETING AND COMMUNICATION SPECIALIST		-	MGMT	7,434	8,606	89,213	103,272
ACCOUNTANT II		0.80	MGMT	7,432	8,603	89,188	103,235
ACCOUNTANT I		-	MGMT	6,420	7,432	77,041	89,188
COMMUNITY RESOURCES COORD		0.50	MGMT	5,759	6,666	69,105	79,997
DEP TOWN CLERK/ADMIN ANALYST	1.00	-	CONF	6,812	8,694	81,744	104,328
SENIOR MAINTENANCE WORKER	2.00		SEIU	5,615	7,167	67,381	86,002
MAINTENANCE WORKER III	1.00		SEIU	5,009	6,393	60,108	76,711
MAINTENANCE WORKER II	-		SEIU	4,727	6,033	56,727	72,400
MAINTENANCE WORKER I	1.00		SEIU	4,500	5,743	54,002	68,914
ADMINISTRATIVE ASSISTANT II	1.00		SEIU	4,737	6,046	56,845	72,556
ADMINISTRATIVE ASSISTANT	-		SEIU	4,634	5,914	55,613	70,971
POLICE CHIEF	1.00		NOTE 1	15,149	15,149	181,787	181,787
POLICE LIEUTENANT	-		POA	10,072	12,853	120,858	154,240
POLICE SERGEANT	3.00		POA	8,305	10,599	99,656	127,187
POLICE CORPORAL	1.00		POA	7,186	9,173	86,237	110,074
POLICE OFFICER	6.00	0.25	POA	6,845	8,736	82,136	104,832
POLICE SERVICES TECH/CSO	1.00		POA	5,535	7,065	66,424	84,777
DISPATCHER	5.00	1.00	POA	5,535	7,065	66,424	84,777

OTHER PART-TIME EMPLOYEES:

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

HOURLY	
LOW	HIGH
58.10	74.15
14.49	31.05
26.69	26.69
16.88	19.54

TOTAL FULL-TIME EQUIVALENT (FTE)

32.50	3.80
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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 3.5% COLA for Unrepresented Employee Groups (Management, Confidential, some Part-time positions) and a 4% COLA for SEIU & POA