



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE:** February 7, 2024  
**PREPARED FOR:** Mayor and Town Council  
**PREPARED BY:** Heather Abrams, Town Manager  
**SUBJECT:** Adopt Resolution Amending Annual Salary Schedule for Fiscal Year 2023-24 to Reflect Previously Approved Salary Adjustments.

---

## **RECOMMENDATION**

Adopt resolution.

## **DISCUSSION**

CalPERS regulations require the Town Council to adopt a salary schedule each time there is an adjustment to pay ranges. Earlier this year the Council approved amendments to the employment agreements for the [Town Manager](#) and [Chief of Police](#) positions.

The adjustments became effective beginning July 1, 2023. The attached resolution reflects those adjustments.

## **FISCAL IMPACT**

Adopting this resolution simply shows the previously approved agreements on the Town's Salary Schedule; it has no new fiscal impact. The Town Manager's salary is paid 70% from Budget item 01-211-401 and 30% from item 01-231-401. All police safety salaries are paid from Budget item 01-411-402, including the Chief.

## **ATTACHMENT**

Resolution

**RESOLUTION 24-\_\_**

**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 FOR THE TOWN MANAGER AND  
CHIEF OF POLICE POSTIONS**

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

**WHEREAS**, at a duly noticed public meeting held on July 12, 2023, the Town Council  
adopted Resolution No. 23-39 Adopting an Annual Salary Schedule for Fiscal Year 2023-24;  
and

**WHEREAS**, at a duly noticed public meeting held on October 4, 2023, the Town Council  
considered and approved changes to the salary range for the position of Town Manager; and

**WHEREAS**, at a duly noticed public meeting held on September 6, 2023, the Town  
Council considered and approved changes to the salary range for the position of Chief of  
Police; 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 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 7<sup>th</sup> day of February 2024, by the  
following vote, to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Barbara Coler, Mayor

Attest:

\_\_\_\_\_  
Christine Foster, Deputy Town Clerk

**TOWN OF FAIRFAX**  
**SALARY SCHEDULE**  
**FOR FISCAL YEAR 2023/24**  
EFFECTIVE 07/1/23 (REV 2/7/24)

**EXHIBIT A**

REPRESENTED EMPLOYEES:	FULL TIME EQUIV			MONTHLY		ANNUAL	
	FT	PT	UNIT	LOW	HIGH	LOW	HIGH
TOWN MANAGER	1.00		NOTE 1	19,754	19,754	237,053	237,053
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	15,906	15,906	190,877	190,877
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)**

<b>32.50</b>	<b>3.80</b>
--------------	-------------

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