

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION REVISING RESOLUTION # 4388 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2021 and January 1, 2022

WHEREAS, the role of a manager is defined by its responsibility for the sound management and effective operations of a vital function of Town government; and

WHEREAS, management employees are expected to perform their duties and assignments in a manner and to the degree that recognizes this substantial responsibility and that serves the best interests of the Town; and

WHEREAS, the Town of San Anselmo management employees are defined to include the following positions:

Town Manager

Department Managers

Community Services Director

Finance and Administrative Services Director

Librarian

Planning Director

Public Works and Building Director

Mid-Managers

Assistant Public Works Director (2)

Building Official

Deputy Town Clerk/Municipal Information Officer

Senior Accountant/Financial Supervisor

Senior Civil Engineer

Public Works Manager

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of San Anselmo does herein define management benefits as follows:

Section 1. Monthly Salaries

	Per Resolution #4365		
	<u>January 1, 2021</u>	<u>July 1, 2021</u>	<u>January 1, 2022</u>
Town Manager	\$17,484	\$17,659	\$17,835
Public Works Director	\$14,993	\$15,143	\$15,294
Fin & Adm Services Director	\$13,908	\$14,047	\$14,188
Planning Director	\$13,268	\$13,401	\$13,535
Librarian	\$11,614	\$11,730	\$11,847
Community Services Director	\$11,614	\$11,730	\$11,847
Building Official	\$11,614	\$11,730	\$11,847
Senior Civil Engineer	\$10,040	\$10,140	\$10,242
Dep. Town Clerk/Muni Info Off.	\$ 7,735	\$ 9,043	\$ 9,133
Assistant Public Works Director	\$11,614	\$11,730	\$11,847
Senior Accountant/ Financial Supervisor (Step E)	\$ 8,953	\$ 9,043	\$ 9,133

Manager and Mid-Manager hired to the position after January 1, 2021 will enter a step-system, as outlined under section 10 below.

Section 2. Salary Adjustments

The Town Council will review management employee performance evaluations conducted annually by the Town Manager, or by the employee's direct supervisor with review by the Town Manager. The Town Council sets management salaries annually by resolution.

Section 3. Administrative Leave

Management positions are classified as Fair Labor Standards Act (FLSA) exempt and therefore are not eligible for overtime or compensatory time off. However, in recognition of the long hours required to perform at the management level, including attendance at numerous meetings outside normal working hours, an Administrative Leave policy shall be implemented.

Management employees receive ten (10) days of administrative leave annually beginning July 1 of each year (6.67 hours per month). Management employees may use administrative leave in increments of two hours or greater. Maximum accrual at any time is ten (10) days.

Mid-Manager hired to the position after September 1, 2019 receive five (5) days of administrative leave annually beginning July 1 of each year (3.33 hours per month). Mid-Manager may use administrative leave in increments of two hours or greater. Maximum accrual at any time is five (5) days.

Section 4. Employment Agreements

In order to foster job security within a professional climate, management employees may negotiate employment agreements with the Town. The Town Manager agreement was amended on November 12, 2019 by resolution no. 4311.

Section 5. Vehicle Allowance

The Town Manager and Public Works Director are granted a monthly car allowance of \$400, and Planning Director a monthly car allowance of \$150. All other management employees are reimbursed for specific job-related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

Vacation leave accrues based on the employee's continuous employment with the Town. Positions that are less than full time shall accrue the days proportional to their full-time equivalency:

<u>Years of Service</u>	<u>Annual Vacation Entitlement</u>
1 through 3	15 working days
4 through 7	18 working days
8 through 12	20 working days
13 and over	25 working days

A management employee may at his/her option, receive cash for vacation days accrued in excess of 20 days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year. A management employee with 20 years of service may receive cash for an additional 2.5 days for a maximum of 7.5 days (60 hours) cash payment.

Section 7. Assistant Town Manager

One Department Head is designated as the Assistant Town Manager, serving as the Acting Town Manager in the absence of the Town Manager, and keeping abreast of major Town issues on an ongoing basis. The Assistant Town Manager will receive a 10% uplift in salary during the period served.

Section 8. Finance and Administrative Services Director

The Finance and Administrative Services Director position has assumed complete responsibility for the Ross Valley Fire Department (RVFD) financial reporting systems, including budgeting, financial software management, audit management, and supervision of the payroll and accounts payable functions, which entail significant increased responsibility, for which the Finance and Administrative Services Director will receive an additional 7% on the incumbent's current salary, effective June 1, 2016, for as long as the position is responsible for the RVFD functions. The Ross Valley Fire Department will pay the Town for these accounting services.

Section 9. Other Benefits

Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the Service Employees International Union (SEIU) Memorandum of Understanding.

Section 10. Salary Schedule by Steps

Manager and Mid-Manager hired to the position after January 1, 2021 will enter a step-system with the following monthly salary pay range:

San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2021

Position	A	B	C	D	E
Community Services Director	\$9,554	\$10,057	\$10,586	\$11,144	\$11,730
Fin & Admin Services Director	\$11,441	\$12,044	\$12,677	\$13,345	\$14,047
Planning Director	\$10,915	\$11,490	\$12,094	\$12,731	\$13,401
Public Works Director	\$12,334	\$12,983	\$13,667	\$14,386	\$15,143
Town Librarian	\$9,554	\$10,057	\$10,586	\$11,144	\$11,730

Position	Monthly Salary
Town Manager (Appointed)	\$17,659

San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2021

Position	A	B	C	D	E
Assistant Public Works Director	\$9,554	\$10,057	\$10,586	\$11,144	\$11,730
Building Official	\$9,554	\$10,057	\$10,586	\$11,144	\$11,730
Deputy Town Clerk/ Municipal Info Officer	\$7,438	\$7,810	\$8,200	\$8,609	\$9,043
Senior Accountant/ Financial Supervisor	\$7,438	\$7,810	\$8,200	\$8,609	\$9,043

Senior Civil Engineer	\$8,259	\$8,694	\$9,151	\$9,633	\$10,140
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**San Anselmo Unrepresented Management Salary Schedule
Effective January 1, 2022**

Position	A	B	C	D	E
Community Services Director	\$9,649	\$10,157	\$10,692	\$11,255	\$11,847
Fin & Admin Services Director	\$11,556	\$12,164	\$12,805	\$13,479	\$14,188
Planning Director	\$11,024	\$11,605	\$12,215	\$12,858	\$13,535
Public Works Director	\$12,457	\$13,113	\$13,803	\$14,529	\$15,294
Town Librarian	\$9,649	\$10,157	\$10,692	\$11,255	\$11,847

Position	Monthly Salary
Town Manager (Appointed)	\$17,835

**San Anselmo Unrepresented Mid-Management Salary Schedule
Effective January 1, 2022**

Position	A	B	C	D	E
Assistant Public Works Director	\$9,649	\$10,157	\$10,692	\$11,255	\$11,847
Building Official	\$9,649	\$10,157	\$10,692	\$11,255	\$11,847
Deputy Town Clerk/ Municipal Info Officer	\$7,512	\$7,888	\$8,282	\$8,695	\$9,133
Senior Accountant/ Financial Supervisor	\$7,512	\$7,888	\$8,282	\$8,695	\$9,133
Senior Civil Engineer	\$8,342	\$8,781	\$9,243	\$9,730	\$10,242
Public Works Manager	\$8,342	\$8,781	\$9,243	\$9,730	\$10,242

A one-step advancement within the steps shall occur upon the annual anniversary of the incumbent's date of appointment to the position, and the Town Manager's determination that the incumbent's performance is satisfactory, up to the maximum step.

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 12th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alexis Fineman, Mayor

ATTEST:

Carla Kacmar, Town Clerk