

# TOWN OF SAN ANSELMO

## RESOLUTION NO. 4251

### A RESOLUTION REVISING RESOLUTION #4223 TO ESTABLISH SALARIES AND BENEFITS FOR MANAGEMENT EMPLOYEES EFFECTIVE JULY 1, 2018

**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**

Public Works and Building Director

Planning Director

Finance and Administrative Services Director

Librarian

Community Services Director

**Mid-Managers**

Building Official

Senior Civil Engineer

Deputy Town Clerk/Municipal Information Officer

Assistant Public Works Director (2)

**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

	<b>Per Resolution #4223</b>			
	<b><u>Feb 1, 2018</u></b>	<b><u>July 1, 2018</u></b>	<b><u>July 1, 2019</u></b>	<b><u>July 1, 2020</u></b>
Town Manager	\$15,543	\$16,009	\$16,490	\$16,984
Public Works Director	\$13,721	\$14,133	\$14,557	\$14,993
Fin & Adm Services Director	\$12,728	\$13,110	\$13,503	\$13,908
Planning Director	\$12,142	\$12,506	\$12,881	\$13,268
Librarian	\$10,628	\$10,947	\$11,275	\$11,614
Community Services Director	\$10,628	\$10,947	\$11,275	\$11,614
Building Official	\$10,628	\$10,947	\$10,947	\$10,947
Senior Civil Engineer	\$ 9,188	\$ 9,464	\$ 9,748	\$10,040
Dep. Town Clerk/Muni Info Off.	\$ 7,079	\$ 7,291	\$ 7,510	\$ 7,735
Assistant Public Works Director	\$10,628	\$10,947	\$11,275	\$11,614

**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.

**Section 4. Employment Agreements**

In order to foster job security within a professional climate, management employees may negotiate employment agreements with the Town.

**Section 5. Vehicle Allowance**

The Town Manager and Public Works Director are granted a monthly car allowance of \$400, and the Assistant Public Works Director, Building Official, Senior Civil Engineer 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.**

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

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 25th day of September 2018 by the following vote, to wit:

AYES: Wright, Brown, Greene, Coleman, Colbert

NOES: None

ABSENT: None

ABSTAIN: None



John Wright, Mayor

ATTEST:



Carla Kacmar, Town Clerk