

TOWN OF SAN ANSELMO

RESOLUTION NO. 4510

A RESOLUTION REVISING RESOLUTION # 4443 TO ESTABLISH SALARIES AND BENEFITS FOR TOWN MANAGER AND MANAGEMENT EMPLOYEES EFFECTIVE July 1, 2023

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
 - Community Engagement Coordinator
 - Deputy Town Clerk/Municipal Information Officer
 - Public Works Manager
 - Senior Accountant/Financial Supervisor
 - Recreation Manager
 - Senior Civil Engineer

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 #4443	<u>July 1, 2023</u>	<u>July 1, 2024</u>
Town Manager	\$19,477	\$20,061	
Public Works Director	\$16,701	\$17,202	
Fin & Adm Services Director	\$15,493	\$15,958	
Planning Director	\$14,780	\$15,223	
Librarian	\$12,937	\$13,325	
Community Services Director	\$12,937	\$13,325	
Building Official	\$12,937	\$13,325	
Senior Civil Engineer	\$11,185	\$11,521	
Dep. Town Clerk/Muni Info Off.	\$ 9,973	\$10,272	
Assistant Public Works Director	\$12,937	\$13,325	

Per Resolution**#4388**

	<u>July 1, 2023</u>	<u>July 1, 2024</u>
Senior Accountant/ Financial Supervisor (Step E)	\$ 9,973	\$10,272
Public Works Manager (Step E)	\$11,185	\$11,521
Community Engagement Coordinator (Step E)	\$ 8,819	\$9,084

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 and Deputy Town Clerk/Municipal Information Officer 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, Planning Director a monthly car allowance of \$150, and Building Official and Assistant Public Works Director a monthly car allowance of \$100. 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:

Years of Service

Annual Vacation Entitlement

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 15% uplift in salary during the period served.

Section 8. Finance and Administrative Services Director and Senior Accountant/Finance Manager

The Finance and Administrative Services Director and Senior Accountant/Finance Manager position's have 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 and Senior Accountant/Finance Manager will receive an additional 15% 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, 2023**

Position	A	B	C	D	E
Community Services Director	\$10,537	\$11,092	\$11,676	\$12,290	\$12,937
Fin & Admin Services Director	\$12,619	\$13,283	\$13,983	\$14,720	\$15,493
Planning Director	\$12,038	\$12,673	\$13,339	\$14,042	\$14,780
Public Works Director	\$13,604	\$14,320	\$15,073	\$15,866	\$16,701
Town Librarian	\$10,537	\$11,092	\$11,676	\$12,290	\$12,937

Position	Monthly Salary
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Town Manager (Appointed)	\$19,477
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**San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2023**

Position	A	B	C	D	E
Assistant Public Works Director	\$10,537	\$11,092	\$11,676	\$12,290	\$12,937
Building Official	\$10,537	\$11,092	\$11,676	\$12,290	\$12,937
Community Engagement Coordinator	\$7,255	\$7,617	\$7,998	\$8,399	\$8,819
Deputy Town Clerk/ Municipal Info Officer	\$8,613	\$9,045	\$9,496	\$9,971	\$10,472
Senior Accountant/ Financial Supervisor	\$8,203	\$8,614	\$9,044	\$9,495	\$9,973
Recreation Manager	\$7,578	\$7,960	\$8,357	\$8,773	\$9,214
Public Works Manager	\$9,109	\$9,589	\$10,094	\$10,626	\$11,185
Senior Civil Engineer	\$9,109	\$9,589	\$10,094	\$10,626	\$11,185

**San Anselmo Unrepresented Management Salary Schedule
Effective July 1, 2024**

Position	A	B	C	D	E
Community Services Director	\$10,853	\$11,425	\$12,026	\$12,659	\$13,325
Fin & Admin Services Director	\$12,998	\$13,681	\$14,402	\$15,162	\$15,958
Planning Director	\$12,399	\$13,053	\$13,739	\$14,463	\$15,223
Public Works Director	\$14,012	\$14,750	\$15,525	\$16,342	\$17,202
Town Librarian	\$10,853	\$11,425	\$12,026	\$12,659	\$13,325

Position	Monthly Salary
Town Manager (Appointed)	\$20,061

**San Anselmo Unrepresented Mid-Management Salary Schedule
Effective July 1, 2024**

Position	A	B	C	D	E
Assistant Public Works Director	\$10,853	\$11,425	\$12,026	\$12,659	\$13,325
Building Official	\$10,853	\$11,425	\$12,026	\$12,659	\$13,325
Community Engagement Coordinator	\$7,473	\$7,846	\$8,238	\$8,651	\$9,084
Deputy Town Clerk/ Municipal Info Officer	\$8,871	\$9,316	\$9,781	\$10,270	\$10,786
Senior Accountant/ Financial Supervisor	\$8,449	\$8,872	\$9,315	\$9,780	\$10,272
Recreation Manager	\$7,805	\$8,199	\$8,608	\$9,036	\$9,490
Public Works Manager	\$9,382	\$9,877	\$10,397	\$10,945	\$11,521
Senior Civil Engineer	\$9,382	\$9,877	\$10,397	\$10,945	\$11,521

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 27th day of June 2023 by the following vote:

AYES: Councilmember: Kullaway, Fineman, Colbert, Burke, Mayor Burdo

NOES: Councilmember: None

ABSENT: Councilmember: None

ABSTAIN: Councilmember: None

DocuSigned by:

Steve Burdo

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Steve Burdo, Mayor

ATTEST:

DocuSigned by:

Serge Avila

C760AB438EC248E

Serge Avila, Town Clerk