

RESOLUTION NO. 03/2020

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE
MADERA REVISING THE DEPARTMENT HEAD SALARY SCHEDULE TO
INCLUDE TOWN CLERK/ASSISTANT TOWN MANAGER POSITION**

WHEREAS, the Town Council of the Town of Corte Madera has approved the reclassification of the Town Clerk/Assistant to the Town Manager position to Town Clerk/Assistant Town Manager; and

WHEREAS, the Town Council of the Town of Corte Madera has also approved the pay increase associated with the reclassification of this position; and

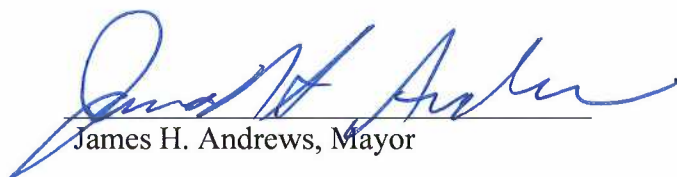
NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Council of the Town of Corte Madera, that the Town Council does hereby approve and accept the modifications to the schedules attached as Exhibit A to this Resolution.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly and regularly adopted by the Town of Corte Madera of Marin County at a regular meeting thereof held on January 21, 2020, to wit:

AYES: Councilmembers: Andrews, Bailey, Beckman, Kunhardt, Ravasio

NOES: Councilmembers: - None -

ABSENT: Councilmembers: - None -


James H. Andrews, Mayor

ATTEST:


Rebecca Vaughn, Town Clerk

EXHIBIT A

**COMPENSATION SCHEDULE C- DEPARTMENT HEAD EMPLOYEES
Salary Range Effective November 20, 2019**

Position	Range		Steps				
			Min	2	Midpoint	4	Max
Director of Public Works							
(Manager of Sanitary District 2; Field Maintenance and Engineering)		monthly	12,932	13,580	14,258	14,971	15,720
		hourly	74.61	78.34	82.26	86.38	90.70
Director of Finance/Town Treasurer		monthly	13,472	14,146	14,854	15,596	16,376
		hourly	77.72	81.61	85.70	89.98	94.48
Director of Planning & Building		monthly	12,831	13,472	14,146	14,854	15,596
		hourly	74.02	77.73	81.61	85.70	89.98
Town Clerk/Assistant Town Manager		monthly	11,622	12,203	12,813	13,452	14,125
		hourly	67.05	70.40	73.92	77.61	81.49
Director of Recreation & Leisure Services		monthly	9,596	10,076	10,580	11,110	11,666
		hourly	55.36	58.13	61.04	64.10	67.30
All positions listed on this salary schedule receive \$432 per month automobile allowance in addition to the salaries listed above.							
* Effective March 25, 2019, Director of Finance/Town Treasurer will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for finance duties for the Central Marin Fire Authority. These duties include budget development and monitoring, general ledger reconciliation, cash management, and oversight of payroll, benefit administration, retirement reporting, and accounts payable. Central Marin Fire Authority will pay the Town for these services. The 5% pay increase will remain in effect as long as the position is responsible for Central Marin Fire Authority functions.							
Effective November 20, 2019, the Town Clerk/Assistant Town Manager is included in the Department Head Employee Salary Schedule.							

COMPENSATION SCHEDULE C- DEPARTMENT HEAD EMPLOYEES
Salary Range Effective July 6, 2020

Position	Range	Steps					
			Min	2	Midpoint	4	Max
Director of Public Works							
(Manager of Sanitary District 2; Field Maintenance and Engineering)	21DA	monthly	13,191	13,851	14,544	15,271	16,035
		hourly	76.10	79.91	83.91	88.10	92.51
Director of Finance/Town Treasurer	20DA	monthly	13,741	14,429	15,151	15,908	16,703
		hourly	79.28	83.25	87.41	91.78	96.37
Director of Planning & Building	20D	monthly	13,087	13,742	14,429	15,151	15,908
		hourly	75.50	79.28	83.25	87.41	91.78
Town Clerk/Assistant Town Manager		monthly	11,854	12,447	13,069	13,721	14,408
		hourly	68.39	71.81	75.40	79.16	83.12
Director of Recreation & Leisure Services	14D	monthly	9,788	10,278	10,792	11,332	11,899
		hourly	56.47	59.30	62.26	65.38	68.65

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