

RESOLUTION NO. 19-2025

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF TIBURON RESCINDING RESOLUTION NO. 20-2024
AND ADOPTING AN AMENDED MANAGEMENT RECOGNITION
AND INCENTIVE COMPENSATION PROGRAM FOR FY 2025-26**

WHEREAS, in January 1979, the Town Council established and adopted a Management Recognition and Incentive Compensation Program, in order to promote the development of a strong, more effective management team and a means of recognizing outstanding management performance in all public service areas; and

WHEREAS, the Management Recognition and Incentive Compensation program enhances the professional growth, motivation, and loyalty of management employees and promotes a consistently higher level of service to the public; and

WHEREAS, the Town Council has updated and amended the Management Recognition and Incentive Compensation Program on several occasions, most recently in June 2024 by the adoption of Resolution No. 20-2024; and

WHEREAS, the Town Council wishes to further amend the Management Recognition and Incentive Compensation Program to amend Section 1 (Salaries), Section 3 (Benefits and Insurance), Section 8 (Holidays); and

WHEREAS, the Town of Tiburon management employees are defined to mean the following positions:

- Town Manager
- Town Attorney
- Chief of Police
- Director of Community Development

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Tiburon does hereby repeal Resolution No. 20-2024 and all predecessor versions of the Management Recognition and Incentive Compensation Program and adopts the following amended Management Recognition and Incentive Compensation Program:

SECTION 1. SALARIES

Effective July 1, 2025 salary ranges for management positions shall be:

Chief of Police	\$15,720 - \$19,649
Director of Community Development	\$13,955 - \$17,443
Town Attorney	Based on Contract
Town Manager	Based on Contract

SECTION 2. SALARY ADJUSTMENTS

Movement through the salary ranges will be based upon merit following a performance evaluation by the Town Manager.

SECTION 3. BENEFITS AND INSURANCES

The Town shall contribute a dollar amount equal to the combined total of the CalPERS Kaiser two-party premium and Delta Dental family premium towards a Management employee's cafeteria plan to purchase medical, dental, life and disability insurance. This dollar amount will float with the increase or decrease in the cost of the CalPERS Kaiser two-party and Delta Dental family rate. In addition, for active employees with 2 or more qualifying dependents, the Town will contribute the dollar amount equal to the difference between the Kaiser 2-party rate and the Kaiser Employee & 2+ premium rate towards an employee's medical insurance premiums. If the full sum specified is exceeded for group insurances of a given employee, then that employee shall pay the balance of the monthly cost via a payroll deduction from the first two payrolls of the month. If the full sum specified is not used for the group insurances cost of a given employee, then that amount, not to exceed \$400 per month, shall be deposited into one of the Town's Deferred Compensation Plans in the employee's name. Any employee who on December 31, 2008 receives more than \$400 per month accruing fringe shall be capped at the higher amount. Should, at any time, such employee's accruing fringe fall below the grandfathered cap, but more than \$400 per month, the lower amount becomes that employee's new cap. The enhanced medical benefit for employees with 2 or more dependents will not increase the cafeteria allowance nor expand eligibility for the deferred compensation contribution of unused cafeteria allowance amounts. The cafeteria allowance will remain equal to the Kaiser two-party rate and the Delta Dental family rate in effect on January 1 of each year. Any part-time employee shall receive a prorated amount of the monthly cafeteria allowance based on their full-time equivalent.

Retirement – The Town contracts with CalPERS for the provision of a retirement program for its miscellaneous and public safety employees. The Town does not administer the retirement program and makes no representation of the specific parameters of the program beyond what is provided in the Town's contract with CalPERS. Employees may obtain a copy of the CalPERS contract to review all elements of the current program.

Effective July 1, 2015, all employees considered "classic" under CalPERS shall "pick up" 1% of the CalPERS Employers rate. This additional 1% is above the Employee's normal rate of 7% for Miscellaneous and 9% for Safety. Employees considered "new" under PEPR shall continue to pay 50% of the normal cost. The employee retirement contribution shall be made on a pre-tax basis as allowed under Internal Revenue Code 414(h)(2).

For Miscellaneous Members of the Public Employee's Retirement System hired prior to January 1, 2013, the Town of Tiburon shall provide the CalPERS 2% @ 55 retirement formula, with the highest single year calculation. Public Safety members hired prior to January 1, 2013 shall receive the 3% @ 55 retirement formula with the highest 36 months calculation.

Miscellaneous members hired after July 1, 2013, who are “new members” of the retirement system as defined by CA Government Code Section 7522.04(f) shall be provided the 2% at 62 benefit formula with the highest 36 months calculation. Public Safety employees hired on or after January 1, 2013, who are “new members” of the retirement system as defined by CA Government Code Section 7522.04(f), shall receive the 2.7% @ 57 retirement formula with the highest 36 months calculation

Medical Insurance - The Town of Tiburon offers management employees and their dependents medical/hospital insurance coverage. A qualified employee may choose from the plans offered through the Public Employees Retirement System Health Benefits Division for medical/hospital insurance coverage. Such insurance is mandatory for covered employees unless they can demonstrate compliance with other coverage.

Dental Insurance - The Town of Tiburon offers management employees and their dependents a dental plan. Such insurance is mandatory for all qualified employees unless they can demonstrate compliance with other coverage.

Life Insurance - The Town of Tiburon offers management employees a life insurance policy equal to one year's salary, not to exceed \$95,000. Such insurance is mandatory for all full-time employees. If the mandatory amount is not exceeded, the Town of Tiburon offers management employees additional life insurance up to a combined total of no more than \$95,000. Participation is optional in this supplemental plan.

Disability Insurance - The Town of Tiburon offers management employees long term disability insurance. Such insurance is mandatory.

Long Term Care - The Town of Tiburon offers management employees a long-term care policy. Participation is optional. CalPERS has temporarily suspended open enrollment for the Long-Term Care Program. Therefore, until further notice, we are no longer accepting new applications for coverage.

Deferred Compensation Plan - The Town of Tiburon offers a choice of two deferred compensation plans to management employees. Such monies deposited are tax-deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation plan. Participation is optional.

IRS Section 125 Plan - The Town of Tiburon offers management employees the ability to participate in its IRS Section 125 Plan. Participation is optional.

Wellness Reimbursement - The Town will reimburse, up to \$650 per fiscal year, the cost of activities or products that promote personal health such as treadmills, bicycles, and programs to assist with weight loss, managing stress, improving physical strength and stamina, and stopping smoking. Examples of expenses eligible for reimbursement under this section include yoga classes, fitness activities, fitness or sports equipment, gym memberships, stress management seminars, and nutrition/health information classes. Employees may not seek reimbursement for apparel, weapons or other combative devices, meal kits, financing or installment payments,

expenditures related to motorized vehicles, or expenditures related to the repair of equipment purchased under this provision.

Employees understand that any portion of the education reimbursement used for wellness expenses is taxable and employees are responsible for the tax consequences of seeking such a reimbursement. Requests for reimbursement of wellness expenditures must be approved by the Town Manager or their designee. The Town’s decision with respect to reimbursement of wellness expenditures not meeting the above criteria is final and not subject to the grievance process.

SECTION 4. VACATION LEAVE

In recognition of the fact that many top management personnel are recruited from outside the Town, that the average tenure for those management personnel is substantially more than that of non-management personnel, and that at least three years prior experience is required, the following vacation leave policy for management personnel shall be implemented:

Management employees shall accumulate vacation leave in accordance with the following vacation time entitlement schedule:

<u>Years of Service</u>	<u>Work Days</u>
0-5 Years	15 Days
6-15 Years	20 Days
16+ Years	25 Days

Upon termination of a management employee's service with the Town, such employee shall be paid a lump sum equivalent to their accrued vacation leave. Maximum accumulation of vacation leave is 40 workdays.

SECTION 5. SICK LEAVE

Management employees shall be entitled to accrue one working day of sick leave with pay for each month or major fraction thereof. Sick leave may be accrued by management employees without a maximum limitation.

SECTION 6. SICK LEAVE PAY OFF

Management employees may accrue unlimited sick leave with no option for "cashback" benefits.

SECTION 7. HOLIDAYS

The Town agrees to provide management employees the following holidays:

Independence Day	July 4 (Observed July 3, 2025, due to staff's normally scheduled Friday off is July 4 th)
Labor Day	First Monday in September
Veterans Day	Observed during Holiday Furlough
Thanksgiving Day	Fourth Thursday in November
	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May

When a holiday falls on a Saturday, the preceding Friday shall be observed. However, if a holiday falls on a Saturday and the preceding Friday is also a holiday, the Town Manager may designate the preceding Thursday or following Monday to observe the holiday. When a holiday falls on Sunday, the following Monday shall be observed. However, when a holiday falls on a Sunday and the following Monday is also a holiday, the Town Manager may designate the preceding Friday or following Tuesday to observe the holiday.

SECTION 8. HOLIDAY CLOSURE

All represented and non-represented employees will be required to take 1 day vacation or administrative leave as part of the holiday closure program. The Town will also contribute one day off as part of the program. Tiburon Town Hall will be closed from December 24, 2025 through January 2, 2026.

Proposed Schedule:

Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day Holiday
Friday, December 26, 2025	Veteran's Day Observed
Monday, December 29, 2025	Employee contributes a day
Tuesday, December 30, 2025	Town contributes a day
Wednesday, December 31, 2025	New Year's Eve
Thursday, January 1, 2026	New Year's Day
Friday, January 2, 2026	Regular Friday Off

SECTION 9. ADMINISTRATIVE LEAVE

In recognition of the long hours required to perform at the management level, including attendance at numerous meetings outside normal working hours, the following Administrative Leave policy shall be implemented:

Management employee may receive up to ten (10) days administrative leave annually, to be awarded at the discretion of the Town Manager. Administrative Leave shall be taken in one-hour increments.

SECTION 10. DINNER ALLOWANCE

All management employees who live more than ten (10) miles from Town and who are required to attend night meetings or work after office hours beyond 7:00 P.M. may be reimbursed in an amount not to exceed \$25.00 for the purchase of dinner for that night. Employee reimbursement is subject to the approval of the Town Manager and must be accompanied by a restaurant receipt, which shall include the amount, date, meeting or purpose, and the employee's name.

SECTION 11. TERMINATION ALLOWANCE

In order to foster job security within a professional climate, management employees will be entitled to severance pay when they are terminated from Town service. However; such employee must be in the employ of the Town for at least three (3) years, and such termination is not for cause or for reasons listed in Government Code Section 19572, the Town's Personnel Rules & Regulations, Section 6, or any employee who voluntarily resigns from Town Service for personal reasons.

Unless otherwise noted in an Employment Agreement, Management employees shall be covered by the following termination allowance schedule:

<u>Service</u>	<u>Work Weeks Paid</u>
After:	
3 years	1 month
7 years	2 months
10 years	3 months

This severance pay is in addition to any accrued vacation leave, unused at the time of termination.

SECTION 12. VEHICLE USAGE/ALLOWANCE

Management employees, to a far greater extent than other Town employees, are required to travel throughout the Town, County, and Bay Area to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the Town shall provide either the use of a Town vehicle or an automobile allowance, as provided in the Town budget. Use of a Town vehicle shall be in accordance with the Town's Administrative Policies and Procedures and is not intended for private use.

SECTION 13. TUITION REIMBURSEMENT

To promote continued development of skills, knowledge, and abilities among management employees, the Town of Tiburon shall reimbursement the costs of tuition, books and fees at the rate of the California State University system. Employees must receive prior approval of the Town Manager and submit certified transcripts with the evidence of a grade of "C" or better from an accredited college or university and submit bona fide receipts to qualify for tuition reimbursement. This provision has been suspended since FY 2011-12.

SECTION 14. PROFESSIONAL MEMBERSHIP FEES

Most management personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the Town with current programs and procedures in these professional areas by means of publications and specific activities. The Town will include the cost of these membership fees in the respective departmental budgets.

SECTION 15. RETIRED EMPLOYEE'S MEDICAL ALLOWANCE

For any Management employee hired prior to July 1, 2009, the Town of Tiburon will make contributions toward a retired employee's medical insurance plan based upon the following conditions:

- a. Employee must retire directly from employment with the Town of Tiburon and apply to PERS for retirement benefits.
- b. The retiree's medical insurance allowance is fixed and capped at the Kaiser single rate that is in effect at the time of the employee's retirement.
- c. The Town's contributions rate is based on the following formula:

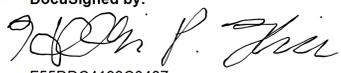
<u>Percent of Kaiser Single Rate</u>	<u>Years of Consecutive Service to Town</u>
50%	15 Years
75%	20 Years
100%	25 Years

Such coverage is not extended to an employee's spouse or other dependents.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the provisions of this resolution shall supersede any other previous rules and resolutions of the Town of Tiburon which may be in conflict herewith.

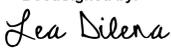
PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Tiburon on June 18, 2025, by the following vote:

AYES:	COUNCILMEMBERS:	Fredericks, Nikfar, Ryan, Thier, Welner
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None

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HOLLI P. THIER, MAYOR
TOWN OF TIBURON

ATTEST:

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LEA DILENA, TOWN CLERK