



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Dec. 8, 2025
Department:	Human Resources
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Town Clerk/HR Technician Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Salary correction – town manager’s annual merit increase

Attachments:

None

Summary:

At the November 24 work session, it was approved to give the town manager a 4.5% merit increase rounded to the nearest one thousandth based on his prior salary of \$215,236 resulting in an approved salary of \$225,000. When processing the town manager’s annual merit, an error was discovered with the calculation. The starting salary did not include the July 1, 2025 cost of living adjustment. The 4.5% merit increase should have been based on the starting salary of \$216,736, not the figure provided in the manager’s self-evaluation.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Approve 4.5% merit increase based on \$216,736 resulting in a salary of \$226,489 effective July 1, 2025.