



Meeting Name: Town Council

Meeting Date: April 24, 2024

Prepared By: F. Davila, CFM.

Item Title: Approval to Expend Funds for the Retirement of Nancy Harvey

BACKGROUND:

Over 20 years ago, the Town established an informal policy to recognize employees when they retire from the Town. This informal policy is to expend \$1,000 for senior staff and \$500 for all other employees for every decade of exemplary work and dedication to the Town. The recommended funds are used for a party and/or gift. The Town solidified this policy for employees hired prior to September 27, 2023 by adopting Resolution 2023-17.

The Town also established Resolution No. 2013-13, which adopted a Public Purpose Expenditure Policy which includes recognition events and/or gifts for employee retirements. This policy requires the approval of the Town Council for costs that exceed \$500.

DISCUSSION:

The Town has one employee retiring in the near future, Nancy Harvey, Permit and License Coordinator. Nancy has worked for the Town since April 2003, providing over 21 years of service. Nancy has provided exceptional work for the Town and its citizens over her two decades of dedicated service. Nancy will be truly missed.

RECOMMENDATION:

Staff recommends the Town Council consider a motion to approve the expenditure of \$1,050 for Nancy Harvey per Resolution 2023-17.