



Date: December 13, 2022

Honorable Mayor and Council Members:

Author and title: Bonnie Thompson-Hardin, Human Resources Manager

Title: **Town Manager Performance-Based Pay Increase 2022**

Approved By: _____ Jen Callaway, Town Manager

Recommended Action: That the Council approve Resolution 2022-74 awarding a 6.0% increase in base pay to the Town Manager, Jennifer Callaway, resulting in an annual pay amount of \$200,540.34 effective October 26, 2022.

Discussion: The council completed Town Manager, Jennifer Callaway's performance appraisal in closed session at its November 8, 2022 meeting. Jen's contract includes the following language regarding pay changes:

(b) Annual Salary Adjustments. At the Town Council's sole discretion, salary adjustments may be given to Employee at or around the time of the annual review and evaluation by the Town Council. Additionally, Employee shall be entitled to receive any cost of living or similar increase granted other mid-Management Town employees during the term of this agreement.

This pay increase is calculated using the current parameters defined in the Mid-Management Memorandum of Understanding. This is similar to how other Town Department Heads are considered for pay changes. For fiscal year 2022/2023, the Town is in the 5% pay-for-performance (PFP) pool based on the budget-to-budget revenue increases identified in the fiscal year 2022/2023 annual operating budget. Under this pool, an employee who meets expectations or receives an average score in most categories, earns a 5% increase and employees who exceed expectations or gets high marks in most categories, earns a 6% increase.

Using the evaluation score Jen received and the 5% PFP pool, Jen would be eligible for up to a 6% pay increase.

Priority:

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: The fiscal year 2022/2023 budget assumes a 5% PFP increase for every employee starting in July (July used for ease of processing). As such, there is sufficient budget capacity to cover this increase.

Public Communication: None.

Attachments: Resolution 2022-74.