



Date: January 28, 2025

Honorable Mayor and Council Members:

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

Title: **Town Attorney Performance-Based Pay Amount 2024**

Jen Callaway, Town Manager

Recommended Action: That the Council approve Resolution 2025-12 awarding a one-time non-base pay compensation amount of \$14,696.64 to Town Attorney, Andrew Morris.

Discussion: The Council completed a performance appraisal for Town Attorney, Andy Morris, in closed session at its January 14, 2025, meeting. Andy's contract, as amended, includes the following language regarding pay changes:

Section 8(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. Employee shall be considered for such salary adjustments on December 31 of each year.

If Employee reaches the top of their pay classification ("capped out") during the term of this agreement, any salary adjustment granted by the Council would be in the form of a lump sum payment, not added to the base pay, and would be included in the Employee's next payroll check, and not as a separate check. If Employee is not capped out and the salary adjustment caps out their salary, any remaining increase will be paid in a lump sum with the total salary and lump sum payment not to exceed the total calculated increase. There shall be no maximum on the lump sum incentive pay.

This is consistent with how performance-based increases are administered within the Town's three employee bargaining units.

Andy's base pay is currently at the top of his wage range. Therefore, staff recommends awarding Andy an NBPC in the amount of \$14,696.64.

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: Sufficient funding for the additional performance-based compensation was included in the 24/25 operating budget.

Public Communication: This staff report.

Attachments: Resolution 2025-12