



## Legislation Text

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**File #:** 20-297, **Version:** 1

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Deborah Robberson, Assistant Town Attorney

**DATE:** June 25, 2020

**DEPARTMENT:** Town Manager

**AGENDA TITLE:**

**Approval of Amendment to the Town Manager's Employment Agreement**

**RECOMMENDATION:**

Authorize the Mayor to execute Amendment No. 1 to the Town Manager's Employment Agreement, Contract No. CON-19-063-TMG-A1, and waive the Council's policy to delay execution of the agreement until expiration of the two-week waiting period.

**SUMMARY STATEMENT:**

Recently the Mayor and Council completed the performance appraisal process for the Town Manager. Given the reduction in revenue to the Town as a result of the COVID-19 pandemic, the Town Manager voluntarily offered to reduce her compensation by suspending the Town's deferred compensation contribution provided in Section 7.3.B of her Employment Agreement for an undetermined period of time until the Council and the Town Manager mutually agree to revise her Employment Agreement to provide for a deferred compensation contribution and/or make other changes to the terms of the agreement.

In addition, the Town Manager requested not to be considered for any merit pay, salary increase, or bonus, as may be granted pursuant to the Town Manager's Employment Agreement until such time as merit pay increases are generally provided for other Town employees, concurrent with restoration of the Town's revenue levels as anticipated in the Town's FY21 budget.

All other terms and conditions remain the same as the Town Manager's existing Employment Agreement.

**BUDGETARY IMPACT:**

Reduction in Town Manager's compensation

**ATTACHMENT(S):**

Amendment No. 1, Town Manager Employment Contract, No. CON-19-063-TMG-A1