

**Memorandum**

**To:** Mayor and Council  
**From:** Tom Baker, Town Administrator  
**Date:** November 17, 2015  
**Re:** Human Resources Update

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**Purpose:** The purpose of this item is two-fold:

1. To request Council provide comments regarding employee performance in 2015. As you know, Council directly oversees three employees: Town Clerk, Finance Director, and Town Administrator. The comments that Council provides will be the source of information for creating the 2015 evaluation for these employees. At the meeting I will distribute a packet of information, which will assist you in providing comments. Instructions for this task will be included in the packet.
  
2. I have reviewed Mike Edgar's salary comparison from last year. While there are always some anomalies that cannot be discerned without in-depth understanding of specific job description, specific employee credentials, employee length of service, size of organization, size of budget and intangibles. In my review, the Town offers a competitive compensation package and in order to maintain our position in the area Council may wish to provide an across-the-board salary adjustment, which will also impact retirement contribution. For reference the General Fund impact of a 1% increase is \$13,000. The Utility Fund impact of a 1% increase is \$5,600.

A survey of Rifle, Silt, Glenwood Springs and Garfield County indicate that these communities will provide across-the-board adjustments of between 2% and 3%.

If Council can provide staff with direction on this matter, then staff will include the adjustment in the 2016 Budget, which will be presented for adoption at the Council meeting on December 1, 2015.

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