



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 15, 2019

RE: 2019 Pay Increase for Town Clerk

BACKGROUND:

At the beginning of each year Randi Gallivan's salary is reviewed and an increase given based on the market and her performance.

Below is a chart showing the history of her pay increases.

DATE	HOURLY RATE	% INC
1/2011	\$21.00	
1/2013	\$23.70	13%
1/2015	\$25.12	6%
1/2017	\$25.87	3%
1/2018	\$26.65	3%
1/2019	\$28.00	5%

In addition, she receives a \$250/month allowance for car and home office expenses.

Randi is an exceptional Town Clerk and an asset to the Town of Foxfield. She has a positive, can do attitude and consistently exceeds my expectations with her work. She is responsive and dependable. Randi has positive working relationships with our residents, other City/Town Clerks and all the Town contractors. She goes above and beyond to increase her job knowledge and stay connected to other Cities and Towns.

A salary survey of surrounding jurisdictions, done by CML, shows that the average Municipal Clerk is paid between \$24.65/hr. - \$35.52/hr. I am seeking approval to give Randi a 5% increase, from \$26.65/hr. to \$28.00/hr. for 2019, effective retroactive to January 1st, 2019.