



City Manager Review – December 09, 2025, Executive Session 5:30PM

**Mayor & Council Attendees**

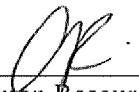
- Mayor Burce Arfsten
- Mayor Pro Tempore Marlin Willesen
- Deputy Mayor Pro Tempore Chris DeFrancisco
- Council Member Howard Freed
- Council Member Darren Gardner
- Council Member Dan Liscio
- Council Member Randy Smith

**Mayor & Council Direction**

*\$15,000.00 one-time payment*

  
 \_\_\_\_\_  
 Mayor & Council Representative  
 Mayor Bruce Arfsten

*12/9/25*  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Human Resources Representative  
 Ashley Wake, Director of Human Resources

*12/9/2025*  
 \_\_\_\_\_  
 Date

# Cassidy Krawczyk

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**From:** Cassidy Krawczyk  
**Sent:** Thursday, October 9, 2025 3:41 PM  
**To:** David Gaines  
**Cc:** Ashley Wake  
**Subject:** Market Adjustment FY2026



October 9, 2025

**To: DAVID GAINES**

**From: Human Resources**

**Re: Market Adjustment FY2026**

Based on the City Manager's recommended budget, Council approved market and merit increases for employees for FY2026. The pay ranges moved 3.00% effective October 1<sup>st</sup>, 2025 for a market adjustment.

Based on the recommended market adjustment proposed by the City Manager and approved by Council, you will receive a **3.00%** market adjustment, calculated on your base salary rate as of September 30<sup>th</sup>, 2025.

Please see the outline below of applicable adjustments made to your pay that will be reflected on the October 17<sup>th</sup> paycheck.

9/30/25 Annual Salary	\$314,160.08
Market Adjustment %	3.00%
10/1/25 Annual Salary	\$323,584.82

## INFORMATION REGARDING DEFERRED COMPENSATION

Please note that if you contribute a percentage of your biweekly income to your deferred compensation account, the employee and employer amount will change since the percentage is tied to your income.

If you have any questions, please contact the Human Resources Department at (972) 450-2817.

## Cassidy Jones

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**From:** Ashley Wake  
**Sent:** Wednesday, December 11, 2024 8:42 AM  
**To:** Cassidy Jones  
**Cc:** David Gaines  
**Subject:** CM Compensation Info

Good morning, Cassidy;

Hope you're having a great morning, so far!

At last night's Council meeting, it was decided to provide David Gaines a one-time bonus of \$20,000, to be paid in January.

This will hit account 100-111-51120, if you could please ensure the pay code you select matches. Please use this e-mail as documentation and let me know if you need anything else.

Thank you!



ASHLEY WAKE, CFE, CGFO | Director of Human Resources  
Town of Addison | 5300 Belt Line Road, Dallas, TX 75254  
P.O. Box 9010 | Addison, Texas 75001  
office: 972.450.7085  
[ADDISONTX.GOV](http://ADDISONTX.GOV)

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*Interested in employment with the Town of Addison? [Click here!](#)*

## Cassidy Jones

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**From:** Cassidy Jones  
**Sent:** Wednesday, October 9, 2024 11:47 AM  
**To:** David Gaines  
**Subject:** Market Adjustment FY2025



October 9, 2024

**To:** DAVID GAINES  
**From:** Human Resources  
**Re:** Market Adjustment FY2025

Based on the City Manager's recommended budget, Council approved market and merit increases for employees for FY2025. The pay ranges moved 2.00% effective October 1<sup>st</sup>, 2024 for a market adjustment.

Based on the recommended market adjustment proposed by the City Manager and approved by Council, you will receive a 2.00% market adjustment, calculated on your base salary rate as of September 30<sup>th</sup>, 2024.

Please see the outline below of applicable adjustments made to your pay that will be reflected on the October 18<sup>th</sup> paycheck.

9/30/24 Annual Salary	\$308,000.16
<b>Market Adjustment %</b>	<b>2.00%</b>
10/1/24 Annual Salary	\$314,160.08

### INFORMATION REGARDING DEFERRED COMPENSATION

Please note that if you contribute a percentage of your biweekly income to your deferred compensation account, the employee and employer amount will change since the percentage is tied to your income.

If you have any questions, please contact the Human Resources Department at (972) 450-2817.



CASSIDY JONES | HR Business Partner  
Town of Addison | 5300 Belt Line Road | Dallas, Texas 75254  
P.O. Box 9010 | Addison, Texas 75001  
office: (972) 450-2817  
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## Cassidy Jones

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**From:** Ashley Wake  
**Sent:** Thursday, January 11, 2024 4:57 PM  
**To:** Cassidy Jones  
**Subject:** FW: Payroll Change Confirmation

For your records.

Thank you!

ASHLEY WAKE, CFE, CGFO | Director of Human Resources  
office: 972.450.7085

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Empowerment. Quality. Unity. Accountability. Leadership.  
*Equally accountable for the outcome.*

**From:** David Gaines <[dgaines@addisontx.gov](mailto:dgaines@addisontx.gov)>  
**Sent:** Thursday, January 11, 2024 4:57 PM  
**To:** Ashley Wake <[awake@addisontx.gov](mailto:awake@addisontx.gov)>  
**Subject:** Re: Payroll Change Confirmation

Hi Ashley,

That is correct. I have signed the contract and the Mayor should tomorrow.

Thanks,

David

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**From:** Ashley Wake <[awake@addisontx.gov](mailto:awake@addisontx.gov)>  
**Date:** Thursday, January 11, 2024 at 4:47 PM  
**To:** David Gaines <[dgaines@addisontx.gov](mailto:dgaines@addisontx.gov)>  
**Subject:** Payroll Change Confirmation

Good afternoon, David;

With your amended contract that went to Council on the 9<sup>th</sup>, we have yet to acquire the fully executed documents. In lieu, can you please respond to this e-mail confirming that your new annual rate will be \$308,000.00 effective January 9<sup>th</sup>, 2024? We will use this e-mail confirmation as documentation for the payroll change, until we obtain the fully executed documentation.

Thank you,



**HUMAN RESOURCES ACTION REQUEST FORM**  
**JOB POSTING/ NEW HIRE**

Hiring Department: City Manager's Office Position Title: City Manager Today's Date: 11/16/22

Submitted by: Hamid Khaleghipour Title: Interim City Manager/Executive Director

Explanation/Comments regarding Action Request: Council appointment of City Manager on 11/15/22, with an anticipated start date of 1/3/23.

**ACTION REQUESTED**

- Job Posting - Complete Section A  Rehire - Complete Section B  
 New Hire - Complete Section B \*Other-Contact HR \*If selected, HR will verify if rehires are eligible for hire.

SECTION A - JOB POSTING			
Position Title:		Replaces: (employee name)	
Pay Grade:	Hourly or Annual Minimum:	Hourly or Annual Maximum:	
Regular Schedule:			
Specific Posting Requests:			
Job Description: <input type="checkbox"/> The job description for this position has been reviewed and is current. <input type="checkbox"/> The job description for this position requires updates and attached are the requested changes. (Subject to HR approval)			

SECTION B - NEW HIRE			
New Hire Name:	David Gaines	Position Title:	City Manager
Pay Grade:	Grade N/A	Hourly or Annual Minimum N/A	Hourly or Annual Maximum N/A
Rate of Pay:	Hourly N/A	Annually	\$280,000.00
Additional Pay: (Car allowance, clothing, CDL pay, etc)	Car Allowance of \$650.00 monthly		

APPROVAL / ACCEPTANCE SIGNATURES	
Mayor	<div style="text-align: center;"> </div> <div style="text-align: right; margin-top: 10px;">Date <u>11-16-22</u></div>

\* Subject to approval date and payroll calendar