


CITY CLERK'S OFFICE MEMORANDUM
#13-03

DATE: January 14, 2013

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Johanna Small, City Clerk 

SUBJECT: CR-9 – City Clerk Salary

BACKGROUND:

The City Clerk's salary was discussed at the January 7, 2013 study session. At the meeting, it was the consensus of Council to consider a resolution to issue merit adjustments to the Clerk's salary.

Pursuant to Section 2-4-1(c) of the Northglenn Municipal Code, the salary of the City Clerk is set by Resolution of the City Council. In addition, Resolution No. 07-118, Series of 2007, designates the timing of salary increases based on performance for the City Clerk to be effective the first pay period in January of each calendar year following the City Clerk's evaluation. The attached resolution, if approved, would set the City Clerk's annual salary at \$76,662, effective January 1, 2013.

STAFF REFERENCE

Please contact Johanna Small at jsmall@northglenn.org or at 303-450-8757.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-9
Series of 2013

Series of 2013

A RESOLUTION SETTING THE SALARY OF CITY CLERK JOHANNA SMALL

WHEREAS, the City Council desires to provide a merit increase in salary to City Clerk Johanna Small; and

WHEREAS, pursuant to Section 2-4-1(c) of the Northglenn Municipal Code, the City Clerk's salary is set by Resolution of the City Council, and therefore a Resolution is necessary to approve the increase in salary.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Effective January 1, 2013, pursuant to Section 2-4-1(c) of the Northglenn Municipal Code, the City Council hereby fixes the salary of Johanna Small as the City Clerk at \$76,662.00, annually.

Section 2. Resolution No. 12-140, Series of 2012, is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2013.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney