

SPONSORED BY: MAYOR NOVAK, COUNCIL MEMBERS GARNER, MARTIN,
MONROE, PARSONS

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-112
Series of 2006

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A RESOLUTION SETTING THE SALARY OF THE CITY CLERK OF THE CITY OF NORTHGLENN, COLORADO

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

Section 1. Pursuant to Section 2-4-1(c) of the Northglenn Municipal Code, the salary of the City Clerk is hereby set at \$76,000. Said increase shall be effective June 1, 2006.

Section 2. The City Council further adopts the salary range of \$66,693 - \$89,002, as recommended by the Human Resources Department for the City Clerk position, and further requests the Human Resources Department continually update the salary range for the City Clerk position in the same manner as said ranges are updated for other positions within the City.

DATED at Northglenn, Colorado, this ____ day of _____, 2006.

KATHLEEN M. NOVAK
Mayor

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

MEMORANDUM

TO: MAYOR & CITY COUNCIL
FROM: PAULA JENSEN, CENTER MANAGER
SUBJECT: CITY CLERK SALARY RANGE
DATE: 9/8/2006

The City of Northglenn, Human Resources Division conducts an annual market survey using the CML compensation survey. Salary ranges are adjusted to meet the median of the “market”. Salary adjustments, if warranted, are made for all city positions except City Manager and City Clerk. If Human Resources were to include the City Clerk position in the salary survey, the current salary range would be \$66,693 - \$89,002. From a Human Resources perspective, if Ms. Lentz salary were to be adjusted by City Council, my suggestion is stated below.

Diana Lentz has worked in the capacity of City Clerk since May 1996. If she were compensated as a typical employee she would have reached the top of her range by now. She currently earns \$68,563 annually, which is just below step 4 in the salary range. My recommendation is that Council meet Diana half way in the 30 step plan and at least get her to around step 15 which is \$76,662 annually. A 10% increase would take her to \$75,419. A 15% increase would take her to \$78,847.