

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-157  
Series of 2023

\_\_\_\_\_  
Series of 2023

A RESOLUTION SETTING THE SALARY OF THE CITY CLERK AND APPROVING THE FIRST AMENDMENT TO AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND JOHANNA SMALL

WHEREAS, the City Council desires to provide a salary adjustment to City Clerk Johanna Small to include a two percent (2%) merit increase effective upon the City Clerk's anniversary date, and a two percent (2%) market increase effective on the first pay period of 2024; 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.

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

Section 1. Retroactive to October 23, 2023, 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 \$165,486 annually.

Section 2. Effective December 16, 2023, 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 \$168,812 annually.

Section 3. The City Council hereby approves the First Amendment to Agreement between the City of Northglenn and Johanna Small, attached hereto as Exhibit A, and the Mayor is authorized to execute same on behalf of the City of Northglenn.

Section 4. The City Council hereby authorizes the payment of general leave accrued in 2023 to the City Clerk as described in Section 3 of the First Amendment to Agreement during the last pay period of the year ending on December 15, 2023.

DATED at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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HILARY M. GRAHAM  
Acting City Attorney

**FIRST AMENDMENT TO AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City Council of the City of Northglenn, State of Colorado, a municipal corporation, (the "City") and Johanna Small, (the "City Clerk"), both of whom understand as follows:

**RECITALS**

A. The City and the City Clerk entered into that Agreement effective October 23, 2008 (the "Original Agreement"), by which the City confirmed the terms and conditions of the City Clerk's appointment pursuant to the terms and conditions of the City of Northglenn Home Rule Charter (the "Charter") and the City of Northglenn Municipal Code (the "Code").

B The City and the City Clerk desire to amend the Original Agreement as set forth hereinbelow.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Section 3 is amended to read as follows:

3. Salary and Benefits.

A. The salary to be paid to Ms. CITY CLERK JOHANNA Small shall be determined by Resolution of the City Council pursuant to Section 2-4-1(c) of the Northglenn Municipal Code. In addition, Ms. CITY CLERK Small shall have the rights, benefits, and responsibilities of a classified employee of the City, except insofar as her appointment is indefinite and at will in accordance with this Agreement and Section 6.4 of the Charter.

B. IN THE EVENT THE CITY CLERK HAS ACCRUED GENERAL LEAVE HOURS EXCEEDING THE MAXIMUM ACCRUAL AMOUNT AS PROVIDED IN THE EMPLOYEE GUIDELINES, THE HOURS EXCEEDING THE MAXIMUM ACCRUAL AMOUNT SHALL BE PAID TO THE CITY CLERK AT 100% OF THE VALUE. SUCH PAYMENT SHALL BE CONSIDERED AFTER THE CITY CLERK HAS UTILIZED THE REDEMPTION PROVISIONS FOR GENERAL LEAVE AS PROVIDED IN THE EMPLOYEE GUIDELINES AND SHALL BE REVIEWED ANNUALLY BY THE CITY COUNCIL.

2. Entire Agreement. This First Amendment, along with the Original Agreement, constitute the entire Agreement between the City and the City Clerk. None of the provisions of this Agreement may be amended, modified, or changed, except via an additional written Amendment.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same as of the date first written above.

**CITY COUNCIL OF THE CITY  
OF NORTHGLENN**

By: \_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

\_\_\_\_\_  
JOHANNA SMALL