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**TO:** Board of Public Works and Safety

**FROM:** Mayor John Dennis

**DATE:** January 10, 2012

**SUBJECT:** SALARY CHANGES

The position of Human Resources Director has been elevated to that of a Department Head. With this elevation, a salary increase is warranted. I am requesting Board approval to increase the Human Resource Director's biweekly salary from \$1,934.69 to \$2,307.70.

I am also requesting approval to increase Betina Cochran's biweekly salary from \$1,638.71 to \$1,807.70 to more accurately reflect her responsibilities as my Administrative Assistant.

The above salary increases are retroactive to January ~~4~~<sup>5</sup>, 2012, which coincides with the signing by the Common Council of amended Salary Ordinance Nos. 03-12 and 04-12.

Thank you.

JD/dmf