

City of Fayetteville Staff Review Form

City Council Agenda Items  
and  
Contracts, Leases or Agreements

1/3/2012

City Council Meeting Date  
Agenda Items Only

Sondra E. Smith  
Submitted By

City Clerk  
Division

City Clerk  
Department

Action Required:

Freeze City Clerk Salary for 2012

\$ -  
Cost of this request

\$ -  
Category / Project Budget

Program Category / Project Name

Account Number

\$ -  
Funds Used to Date

Program / Project Category Name

Project Number

\$ -  
Remaining Balance

Fund Name

Budgeted Item

Budget Adjustment Attached

Sondra E. Smith 12/21/11  
Department Director Date

Previous Ordinance or Resolution # \_\_\_\_\_

[Signature] 12/21/11  
City Attorney Date

Original Contract Date: \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Paul a. Beebe 12-21-2011  
Finance and Internal Services Director Date

Received in City 12-21-11 P12:02 RCVD  
Clerk's Office  
WB

Paul A. Beebe for Don Mann 12-21-2011  
Chief of Staff Date

Received in Mayor's Office  
ENTERED 12/21/11  
PH

\_\_\_\_\_  
Mayor Date

Comments:



C. 3  
Freeze City Clerk Salary  
Page 2 of 4  
**Office of the City Clerk Treasurer**  
Sondra E. Smith, City Clerk Treasurer  
Lisa Branson, Deputy City Clerk  
Amber Wood, Deputy City Clerk  
Phone: (479) 575-8323  
Fax: (479) 718-7695  
city\_clerk@ci.fayetteville.ar.us

**Departmental Correspondence**

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**To:** City Council  
Mayor Jordan

**From:** Sondra Smith, City Clerk/Treasurer *Sondra E. Smith*

**Date:** December 21, 2011

**RE:** Freeze City Clerk Salary for Calendar Year 2012

Because of the difficult economic condition the City has faced during the past few years and in light of a current salary freeze for City employees, I am requesting that any pay increase for the calendar year 2012 be suspended for my position.

Thank you for your consideration of this matter.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO SUSPEND THE NORMAL PAY ADJUSTMENT  
OF THE CITY CLERK/TREASURER FOR 2012**

**WHEREAS**, §31.30 (E)(3) of the Fayetteville Code would normally require that the City Clerk on January 1, 2012 receive a pay increase “equal to the average percentage pay increase granted to regular full-time non-civil service city employees during the previous year”, and;

**WHEREAS**, Mayor Jordan has had to freeze all city employees’ salaries or wages because of the recession; and

**WHEREAS**, City Clerk/Treasurer Sondra Smith has requested that her salary not be increased for 2012.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby suspends the operation of §31.30 (E)(3) for 2012 such that City Clerk/Treasurer Sondra Smith’s salary shall be frozen at its current level for 2012.

**PASSED and APPROVED** this 3<sup>rd</sup> day of January, 2012.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN, Mayor**

By: \_\_\_\_\_  
**SONDRA E. SMITH, City Clerk/Treasurer**

**ORDINANCE NO. 5300**

**AN ORDINANCE TO SUSPEND THE NORMAL PAY ADJUSTMENT OF  
THE CITY CLERK/TREASURER FOR 2010**

**WHEREAS**, §31.30 (E)(3) of the Fayetteville Code would normally require that the City Clerk on January 1, 2010 receive a pay increase "equal to the average percentage pay increase granted to regular full-time non-civil service city employees during the previous year", and;

**WHEREAS**, Mayor Jordan has had to freeze all city employees' salaries or wages because of the recession; and

**WHEREAS**, City Clerk/Treasurer Sondra Smith has requested that her salary not be increased for 2010.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby suspends the operation of §31.30 (E)(3) for 2010 such that City Clerk/Treasurer Sondra Smith's salary shall be frozen at its current level for 2010.

**PASSED and APPROVED** this 15<sup>th</sup> day of December, 2009.

APPROVED

ATTEST:

By:   
LIONEL JORDAN, Mayor

By:   
SONDRA E. SMITH, City Clerk/Treasurer

