




MANAGEMENT SERVICES MEMORANDUM

2014-05

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: John R. Pick, City Manager 
Paula Jensen, Director of Management Services 
~~James May, Chief of Police~~ 

DATE: July 14, 2014

SUBJECT: 2014 Budget Personnel Summary Amendment, CR - 65

RECOMMENDATION:

Staff recommends approval of the proposed Resolution. If approved this resolution would amend the 2014 Budget Personnel Summary by eliminating one Police Sergeant Position and adding one additional Police Commander position to the Police Department.

BACKGROUND:

At the June 16, 2014 City Council Study Session, staff requested the reclassification of one Police Sergeant position to Police Commander based on the following information:

The current Police Department personnel complement authorizes ten (10) Sergeant positions and three (3) Commander positions. A request to reclassify one (1) Sergeant position (Special Events & Traffic Sergeant) to a Commander position is being made. Currently, the duties assigned to this position are being absorbed by the Training Unit Sergeant and a Day Shift Sergeant.

The Police Department rank structure makes it difficult for the Patrol Sergeants to effectively supervise, coach and mentor their officers. Patrol Sergeants have numerous adhoc duties which should be handled by Commanders thus allowing the Patrol Sergeants the opportunity to work more closely with their assigned personnel.

With the additional Commander position, many of the administrative duties such as scheduling, officer evaluations, officer complaints, equipment issue, vehicle assignments, training approvals, etc., would be at the appropriate supervision level. The Patrol Sergeants will continue to direct and develop their officers toward the career path best suited for each individual and allow for more direct supervision at the street level.

By having the additional position of a fourth Commander, more time can be spent by the Commanders on the administration of the department, which would include the opportunity for the updating of department policies along with SOP's to assist in keeping the department up with the best practices and industry standards of today's law enforcement needs. It would also allow for experienced supervision and decision making in critical situations which occur many times in the mid-late evening hours. Based on the number of officers in Patrol, the Patrol Commanders would each be assigned three Sergeants working on each side of the week (Su-W or W-Sa), and the hours worked would be 2PM-midnight.

The two Patrol Commanders would be responsible for the leadership development of their Sergeants, the team of officers working under their command, the development of policies and procedures related to Patrol functions.

These Patrol Commanders would also be responsible for the joint leadership of the Northglenn-Thornton SWAT Team, the Department's Office of Emergency Management, and the Traffic Team. Patrol Commanders would be expected to work in conjunction with the Crime Analyst to better coordinate and direct patrol operations in reference to high crime areas and problem solving related to traffic concerns.

The Commander assigned to Support Operations would oversee and direct the Records Section and Records Management System; Investigations Unit including the Property/Evidence Room, Crime Lab, and be the department liaison with North Metro Drug Task Force. With a Commander leading Support Operations, lead investigators would be able to focus attention to the cases assigned to the unit and be able to proactively conduct sting operations, surveillances, and more specialized details and operations without the interference of managing schedules, evaluations, complaints, etc.

The Administrative Operations Commander would work in concert with the Crime Analyst; oversee the Professional Standards Unit which includes Internal Affairs, Inspections & Inventory, Public Information Officer, Hiring & Retention of Personnel; Training Unit for internal/external training needs & scheduling; Special Events programs; Victim Services Unit; the Department Budget; and, any other adhoc assignments directed by the Chief of Police.

This cost effective reclassification of one Sergeant position, in addition to the one Commander position vacancy, will enable the Chief of Police to effectively provide upper management to the members of the police department which is beneficial to the overall delivery of services to the community. Working with Human Resources, a promotional process will be completed to fill these positions in 2014.

BUDGET IMPLICATIONS:

There is a financial implication to the City budget. The reclassification of one Sergeant position to that of a Commander is approximately an additional \$1,500 in personnel costs. This additional cost is absorbed in already realized salary savings in the approved 2014 Police Department budget.

STAFF REFERENCE: If Council members have any comments or questions they may contact Paula Jensen at 303.450.8877 or pjensen@northglenn.org or James May at 303.450.8967 or jmay@northglenn.org .

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-65
Series of 2014

Series of 2014

A RESOLUTION AMENDING THE CITY OF NORTHGLENN 2014 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2014 Personnel Summary is hereby amended, as more particularly described in the attachment hereto, effective July 14, 2014.

Section 2. The previous 2014 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2014.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2014 Amended Budget Personnel Summary

Department/Position	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Estimate	2014 Proposed Budget
<i>City Manager</i>				
City Manager	1.00	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	-	1.00	1.00	1.00
Executive Asst. To City Manager	1.00	1.00	1.00	1.00
Public Communications Spec.	1.00	1.00	1.00	1.00
Total	5.00	6.00	6.00	6.00
<i>City Clerk</i>				
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk/Licensing Spec	1.00	1.00	1.00	1.00
Central Records Specialist	1.00	1.00	1.00	1.00
Admin (I,II,III)	0.50	0.50	0.50	0.50
Total	3.50	3.50	3.50	3.50
<i>Management Services</i>				
Director Of Management Services	1.00	1.00	1.00	1.00
Municipal Court Supv	1.00	1.00	1.00	1.00
Probation Officer	0.40	0.40	0.40	0.40
Community Services Coordinator	0.15	0.15	0.15	0.15
Court Clerk	4.00	3.00	3.00	4.00
Clerical Asst	0.30	0.30	0.30	0.30
Sr. Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Risk Manager	-	1.00	1.00	1.00
Neighborhood Programs Specialist	1.00	1.00	1.00	1.00
Community Outreach Coord	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00
Custodian	1.80	1.80	1.80	1.80
Total	13.65	13.65	13.65	14.65
<i>Technology</i>				
Director Of Technology	1.00	1.00	1.00	1.00
Software Engineer	1.00	1.00	1.00	1.00
Sr. Network Administrator	1.00	1.00	1.00	1.00
Criminal Information Sys Coord	1.00	1.00	1.00	1.00
IT Resource Coordinator	1.00	1.00	1.00	1.00
Technical Support Specialist II	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00
<i>Finance</i>				
Director Of Finance	1.00	1.00	1.00	1.00
Controller/Acct Manager	1.00	1.00	1.00	1.00
Treasury Manager	1.00	1.00	-	-
Risk Manager	1.00	-	-	-
Revenue Supervisor	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Sales Tax Auditor II	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	-	1.00	-
Accounting Specialist	2.00	3.00	2.00	3.00
Sales Tax Specialist	1.00	1.00	1.00	1.00
Fiss Customer Service Representative	1.60	1.60	1.60	1.60
Sales Tax Manager	-	-	1.00	1.00
Total	12.60	11.60	11.60	11.60

2014 Amended Budget Personnel Summary

Department/Position	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Estimate	2014 Proposed Budget
<i>Planning & Development</i>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
City/Urban Planner	1.00	1.00	1.00	1.00
Planner	1.00	1.00	1.00	1.00
Planning Technician				1.00
Abatement Coordinator	1.00	-	-	-
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Neighborhood Services Officer	4.00	5.00	5.00	5.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Total	10.00	10.00	10.00	11.00
<i>Parks, Recreation, & Culture</i>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Specialized Fitness Instructor	0.10	0.10	0.10	0.10
Foreman - Parks	1.00	1.00	1.00	1.00
Parks Project Coordinator				1.00
Recreation Programs Supv.	3.00	3.00	3.00	3.00
Parks Maint Worker (I,II,III)	14.00	14.00	14.00	14.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Specialist	5.85	5.85	5.85	5.85
Theatre Tech	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Aquasize Instructor	0.51	0.51	0.51	0.51
Fitness Instructor	0.92	0.92	0.92	0.92
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.50	2.50	2.50	2.50
Guest Relations Specialist	3.45	3.73	3.73	3.73
Head Lifeguard	0.50	-	-	-
Day Camp Asst Director	0.20	0.20	0.20	0.20
Drop-In Sports Supervisor	1.60	1.60	1.60	1.60
Lifeguard (LGI, WSI)	6.39	6.39	6.39	6.39
Tiny/Teeny Tot Instructor	0.50	1.00	1.00	1.00
Tiny/Teeny Tot Aide	0.89	0.39	0.39	0.39
Recreation Assistant	0.50	0.68	0.68	0.68
Day Camp Aide	0.10	0.10	0.10	0.10
Total	46.11	46.07	46.07	47.07
<i>Police</i>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	3.00	3.00	3.00	4.00
Sergeant	10.00	10.00	10.00	9.00
K-9 Police Officer	1.00	-	-	-
Police Officer	51.00	52.00	52.00	52.00
Crime Analyst	1.00	1.00	1.00	1.00
Criminalist	1.00	1.00	1.00	1.00
Records Unit Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00
Property/Evidence Custodian	1.00	1.00	1.00	1.00
Police Services Representative	7.00	7.00	7.00	7.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Administrative Clerk	1.50	1.50	1.50	1.50
Customer Service Rep	1.00	1.00	1.00	1.00
Total	82.50	82.50	82.50	82.50

2014 Amended Budget Personnel Summary

Department/Position	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Estimate	2014 Proposed Budget
<i>Public Works</i>				
Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Public Works Superintendent	2.00	2.00	2.00	2.00
Mun Svs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	3.00	4.00	4.00	4.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	1.00
Fleet Services Foreman	1.00	1.00	1.00	1.00
Lead Lab Analyst	1.00	1.00	1.00	1.00
Mun Svs Foreman / Sanitation	1.00	1.00	1.00	1.00
Mun Svs Foreman/Utilities	1.00	1.00	1.00	1.00
Water Quality Coordinator	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.00	1.00	1.00
Manager Of Ditch Maintenance	1.00	1.00	1.00	1.00
Electrical/Mechanical Tech I	3.00	3.00	3.00	3.00
Indust. Pretreat/Backflow Prev. Spec.	1.00	1.00	1.00	1.00
Lab Analyst	1.00	1.00	1.00	1.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	9.00	9.00	9.00	9.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Water Resources Technician	1.00	1.00	1.00	1.00
Water Resources Administrator	1.00	1.00	1.00	1.00
Fleet Services Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Technician I	2.00	2.00	2.00	2.00
M ^S W/Sanitation (I, II, III)	7.00	7.00	7.00	7.00
M ^S W/Streets (I, II, III)	7.00	7.00	7.00	7.00
M ^S W/Collec & Distrib (I, II, III)	6.00	6.00	6.00	6.00
Utility Locate & Maint Worker	1.00	1.00	1.00	1.00
Utility Technician	1.00	1.00	1.00	1.00
Lab Technician	0.80	1.00	1.00	1.00
Engineering Technician I	1.00	-	-	-
Ditch Rider	1.00	1.00	1.00	1.00
Meter Reader II	1.00	1.00	1.00	1.00
Total	67.80	68.00	68.00	68.00
City-Wide Total	247.16	247.32	247.32	250.32