



MANAGEMENT SERVICES MEMORANDUM
2015-01

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: John R. Pick, City Manager 
Paula Jensen, Director of Management Services 

DATE: January 12, 2015

SUBJECT: Revised 2015 Pay Plan, CR-12 &
Revised 2015 Budget Personnel Summary, CR-13

RECOMMENDATION:

Staff recommends approval of the proposed Resolutions. If approved these resolutions would amend the 2015 Pay Plan (attachment A) and the 2015 Budget Personnel Summary (attachment B) by changing the position title Communications Manager to Public Information Officer.

This proposed change better represents/describes the City's position in comparison to industry standards. The title change does not affect the job description.

BUDGET IMPLICATIONS:

There is no financial implication to the 2015 budget.

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

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-13
Series of 2015

Series of 2015

A RESOLUTION AMENDING THE CITY OF NORTHGLENN 2015 PERSONNEL SUMMARY

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

Section 1. The City of Northglenn 2015 Personnel Summary is hereby amended, as more particularly described in the attachment hereto, effective January 12, 2015.

Section 2. The previous 2015 Personnel Summary is hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2015.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

2015 Budget Personnel Summary

Department/Position	2013 Audited Amounts	2014 Adopted Budget	2014 Year End Estimate	2015 Proposed Budget
<i>City Manager</i>				
City Manager	1.00	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00	
Public Information Officer				1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	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	6.00	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	3.00	3.00	4.00	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	1.00
Neighborhood Programs Specialist	1.00	1.00	1.00	1.00
Special Events Supervisor				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	14.65	15.65
<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	-	-	-
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	-	-
Accounting Specialist	3.00	2.00	3.00	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	1.00
Total	11.60	11.60	11.60	11.60

2015 Budget Personnel Summary

Department/Position	2013 Audited Amounts	2014 Adopted Budget	2014 Year End Estimate	2015 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	-
Planning Manager				1.00
Planner	1.00	1.00	1.00	2.00
Planning Technician	-	-	1.00	1.00
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Neighborhood Services Officer	5.00	5.00	5.00	5.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Total	10.00	10.00	11.00	12.00
<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	1.00	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 Coordinator	-	-	-	6.05
Recreation Specialist	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	2.80
Guest Relations Specialist	3.73	3.73	3.73	4.03
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	1.00	1.00	1.00	1.00
Tiny/Teeny Tot Aide	0.39	0.39	0.39	0.39
Recreation Assistant	0.68	0.68	0.68	0.68
Day Camp Aide	0.10	0.10	0.10	0.10
Total	46.07	47.07	47.07	47.87
<i>Police</i>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	3.00	3.00	4.00	4.00
Sergeant	10.00	10.00	9.00	9.00
Police Officer	52.00	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 Records Specialist	7.00	7.00	7.00	8.00
Admin (I,II,III)	1.00	1.00	1.00	2.00
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	84.50

2015 Budget Personnel Summary

Department/Position	2013 Audited Amounts	2014 Adopted Budget	2014 Year End Estimate	2015 Proposed Budget
<i>Public Works</i>				
Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Operations Manager	-	-	-	2.00
Public Works Superintendent	2.00	2.00	2.00	-
Mun Svs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	4.00	4.00	4.00	4.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Engineering Manager	-	-	-	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	2.00
Fleet Services Foreman	1.00	1.00	1.00	1.00
Lab Supervisor	-	-	-	1.00
Lead Lab Analyst	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	2.00
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	3.00
MSW/Sanitation (I, II, III)	7.00	7.00	7.00	7.00
MSW/Streets (I, II, III)	7.00	7.00	7.00	7.00
MSW/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	-
Lab Technician	1.00	1.00	1.00	1.00
Ditch Rider	1.00	1.00	1.00	1.00
Meter Reader II	1.00	1.00	1.00	1.00
Total	68.00	68.00	68.00	71.00
City-Wide Total	247.32	249.32	250.32	258.12