

**FINANCE DEPARTMENT MEMORANDUM**  
**#11-2020**

**DATE:** October 26, 2020  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Jason Loveland, Director of Finance *AL 2*  
**SUBJECT:** CR-145 – 2021 Pay Plan

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**PURPOSE**

To consider CR-145, a resolution adopting the 2021 Pay Plan, effective Dec. 19, 2020, the start of the first pay period of 2021.

**BACKGROUND**

City Council adopts the pay plan annually, establishing salary ranges for each position that are competitive within the labor market. The 2021 Pay Plan was developed by staff and the City compensation consultant, Compensation Studio, LLC.

The 2021 Pay Plan studied salary survey data from Denver/Boulder employers that reflect the labor markets the City competes within. Pay rates in both the public and private sectors are considered.

On Oct. 7, 2019, City Council directed staff to set the City government's minimum wage at \$13.65 per hour in 2020 and \$15 per hour in 2021. The pay plan reflects the increased minimum wage.

The following positions have been added to the 2021 Pay Plan:

- Community Resource Navigator
- Digital Technician
- Recreation Manager
- Lieutenant
- Deputy Chief

**STAFF RECOMMENDATION**

Attached to this memorandum is a proposed resolution which, if approved, adopts the 2021 Pay Plan, effective Dec. 19, 2020. Staff recommends approval of CR-145.

**BUDGET/TIME IMPLICATIONS**

The cost to bring pay rates to the salary range minimum is approximately \$35,000, which includes the impact of the minimum wage increase to \$15 per hour.

**STAFF REFERENCE**

If Council members have questions they may contact Director of Finance Jason Loveland at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or 303.450.8817.

CR-145 – 2021 Pay Plan

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-145  
Series of 2020

\_\_\_\_\_  
Series of 2020

A RESOLUTION ADOPTING THE CITY OF NORTHGLENN 2021 PAY PLAN

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

Section 1. The City of Northglenn 2021 Pay Plan, attached hereto, is hereby adopted, effective December 19, 2020. This 2021 Pay Plan supersedes and replaces all previous pay plans that have previously been adopted.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

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

# 2021 Pay Plan

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
10	Cashier Drop in Sports Supervisor Pedal Boat Attendant Scorekeeper Seasonal Trainee Youth Sports Supervisor	\$31,200 \$15.00	\$35,880 \$17.25	\$40,560 \$19.50
20	Clerical Assistant Day Camp Aide Lifeguard Preschool Aide Seasonal Laborer Seasonal Park Ranger	\$32,600 \$15.67	\$37,500 \$18.03	\$42,400 \$20.38
30	Administrative Clerk Aquatics Instructor - Non Certified Custodian Day Camp Leader Fitness Instructor - Non Certified Guest Relations Specialist Intern Lifeguard/Swim Instructor Seasonal Specialist Theatre Instructor	\$34,300 \$16.49	\$39,500 \$18.99	\$44,700 \$21.49
40	Day Camp Director Head Lifeguard Municipal Services Worker I - Sanitation Municipal Services Worker I - Streets Municipal Services Worker I - Utilities Parks Maintenance Worker I Recreation Assistant	\$35,000 \$16.83	\$42,000 \$20.19	\$49,000 \$23.56
50	Administrative Specialist Aquatics Instructor - Certified FISS Customer Service Representative Fitness Instructor - Certified	\$39,000 \$18.75	\$46,850 \$22.52	\$54,700 \$26.30

# 2021 Pay Plan

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
	Municipal Services Worker II - Sanitation			
	Municipal Services Worker II - Streets			
	Municipal Services Worker II - Utilities			
	Parks Maintenance Worker II			
	Police Records Specialist			
	Preschool Instructor			
	Utility Plant Operator D			
<b>60</b>		<b>\$44,600</b>	<b>\$54,600</b>	<b>\$64,600</b>
		\$21.44	\$26.25	\$31.06
	Accounting Specialist			
	Administrative Assistant			
	Community Resource Navigator			
	Community Services Coordinator			
	Court Clerk			
	Digital Technician			
	Facilities Maintenance Technician			
	Fleet Services Technician			
	Heavy Equipment Operator			
	Human Resources Technician			
	Lab Technician			
	Lead Police Records Specialist			
	Meter Technician			
	Municipal Services Worker III - Sanitation			
	Municipal Services Worker III - Streets			
	Municipal Services Worker III - Utilities			
	Parks Maintenance Worker III			
	Planning Technician			
	Probation Officer			
	Sales Tax Specialist			
	Traffic Operations Technician			
	Utility Locate Maintenance Worker			
	Utility Plant Operator C			
	Utility Technician			
<b>70</b>		<b>\$48,600</b>	<b>\$59,500</b>	<b>\$70,400</b>
		\$23.37	\$28.61	\$33.85
	Administrative Technician			
	Animal Control Officer			
	Central Records Coordinator			
	Construction Inspector			
	Lead Facilities Maintenance Technician			
	Lead Municipal Services Worker			
	Neighborhood Services Officer			
	Parks Coordinator			
	Planner I			
	Property Evidence Custodian			

# 2021 Pay Plan

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
	Recreation Coordinator Tech Support Specialist II Theatre Technician Utility Plant Operator B			
80		<b>\$56,300</b> \$27.07	<b>\$69,000</b> \$33.17	<b>\$81,700</b> \$39.28
	Accountant II Community Outreach Coordinator Deputy City Clerk Economic Development Specialist Electrical Mechanical Technician I GIS Specialist Human Resources Analyst Industrial Pretreatment Specialist Planner II Public Communications Specialist Records Supervisor Risk Analyst Sales Tax Auditor II Special Events Coordinator Specialized Fitness Instructor Utility Plant Operator A			
90		<b>\$63,700</b> \$30.63	<b>\$78,000</b> \$37.50	<b>\$92,300</b> \$44.38
	Executive Assistant Facility Maintenance Supervisor Fleet Services Supervisor Lab Analyst Master Electrician Municipal Services Supervisor - Sanitation Municipal Services Supervisor - Streets Municipal Services Supervisor - Utilities Neighborhood Services Supervisor Parks Supervisor Project Manager Recreation Programs Supervisor Revenue Supervisor Special Events Supervisor Stormwater Coordinator Water Quality Coordinator Water Resources Analyst			
100		<b>\$69,000</b> \$33.17	<b>\$84,500</b> \$40.63	<b>\$100,000</b> \$48.08
	Chief Plant Operator			

# 2021 Pay Plan

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
	Criminal Information Systems Coordinator Civil Engineer I Crime Analyst/PIO Criminalist Electrical/Mechanical Supervisor IT Resource Coordinator Senior Human Resources Analyst			
110		<b>\$73,200</b>	<b>\$91,500</b>	<b>\$109,800</b>
		\$35.19	\$43.99	\$52.79
	Assistant to City Manager Lab Supervisor Senior Planner			
120		<b>\$82,800</b>	<b>\$103,500</b>	<b>\$124,200</b>
		\$39.81	\$49.76	\$59.71
	Civil Engineer II Municipal Court Supervisor Sales Tax Manager Senior Network Administrator Software Engineer Water Resources Administrator			
130		<b>\$91,200</b>	<b>\$114,000</b>	<b>\$136,800</b>
		\$43.85	\$54.81	\$65.77
	Accounting Manager Environmental Manager Ops Manager - Maintenance & Operations Ops Manager - Utilities Planning Manager Recreation Manager Senior Engineer			
140		<b>\$107,200</b>	<b>\$134,000</b>	<b>\$160,800</b>
		\$51.54	\$64.42	\$77.31
	Engineering Manager			
150		<b>\$120,000</b>	<b>\$150,000</b>	<b>\$180,000</b>
		\$57.69	\$72.12	\$86.54
	Director of Communications Director of Economic Development Director of Finance Director of Human Resources Director of Parks, Recreation, and Culture Director of Planning and Development Director of Technology			

## 2021 Pay Plan

Salary Grade	City of Northglenn Job Title	Range Minimum	Range Midpoint	Range Maximum
160	Director of Public Works	\$132,800 \$63.85	\$166,000 \$79.81	\$199,200 \$95.77
	City Clerk	\$91,800 \$44.13	\$114,800 \$55.19	\$137,800 \$66.25
	City Manager	\$170,900 \$82.16	\$213,600 \$102.69	\$256,300 \$123.22

## 2021 Pay Plan - Sworn Officers

Job Title	Range Minimum	Range Midpoint	Range Maximum				
Sergeant	<b>\$94,200</b> \$45.29	<b>\$110,700</b> \$53.22	<b>\$127,200</b> \$61.15				
Lieutenant	<b>\$96,700</b> \$46.49	<b>\$118,500</b> \$56.97	<b>\$140,300</b> \$67.45				
Commander	<b>\$106,100</b> \$51.01	<b>\$130,000</b> \$62.50	<b>\$153,900</b> \$73.99				
Deputy Chief	<b>\$114,700</b> \$55.14	<b>\$143,385</b> \$68.94	<b>\$172,070</b> \$82.73				
Chief	<b>\$129,700</b> \$62.36	<b>\$162,150</b> \$77.96	<b>\$194,600</b> \$93.56				
Police Officer	2021 Step Plan						
	<b>\$59,850</b>	<b>\$62,843</b>	<b>\$65,985</b>	<b>\$72,583</b>	<b>\$78,390</b>	<b>\$84,661</b>	<b>\$89,741</b>
	\$28.77	\$30.21	\$31.72	\$34.90	\$37.69	\$40.70	\$43.14
Step	1	2	3	4	5	6	7
% spread between steps:		5.0%	5.0%	10.0%	8.0%	8.0%	6.0%