



**BACKGROUND PAPER FOR PROPOSED  
ORDINANCE**

**COUNCIL MEETING DATE:** January 24, 2022

TO: President Heather M. Graham and Members of City Council

CC: Mayor Nicholas A. Gradisar

VIA: Marisa Stoller, City Clerk

FROM: Chris Noeller, Police Chief

Marisa Pacheco, Human Resources Director

SUBJECT: AN ORDINANCE AMENDING SECTION 6-5-16 OF CHAPTER 5, OF TITLE VI OF THE PUEBLO MUNICIPAL CODE RELATING TO THE FY 2022 CLASSIFICATION AND PAY PLAN BY ESTABLISHING THE PAY SCALE FOR COMMUNITY SERVICE OFFICER

**SUMMARY:**

Attached for consideration is an amended Pay Plan Ordinance that reflects the addition of the pay rate and salary schedule for the classification of Community Service Officer.

**PREVIOUS COUNCIL ACTION:**

On December 28, 2021, Ordinance No.10092 was approved by City Council. This Ordinance provided the classification and pay plan for fiscal year 2022.

**BACKGROUND:**

The Police Department requests to add four new civilian positions to department staffing with the classification title of Community Service Officer (CSO). The primary purpose of these positions will be to provide supplemental support to sworn police personnel by performing duties that do not require the authority, special training or POST certification that sworn police officers are required to have. Examples of primarily field administrative and "cold call", non-emergent reporting duties include:

- Burglary (vending machine, storage units, garages, homes, business, etc.)
- Criminal Mischief (damage, graffiti, etc.)
- Found Property (including drug paraphernalia)
- Frauds & forgeries
- Littering
- Missing people & Runaways
- Non-injury traffic accidents (no alcohol or drugs suspected) & Hit-&-Run accidents

- Property safety inspections (CPTED, etc.)
- Supplements to cases that require evidence (tapes, documents, etc.) to be picked up
- Thefts (thefts, thefts of rental property, thefts from vehicle, motor vehicle thefts, bill & gas skips, etc.)
- Traffic Hazards (stalled vehicles, motorist assists, objects in roadway, malfunctioning traffic lights, etc.)

Primary benefits of adding the CSO's to the Pueblo Police Department include enhanced patrol response without the additional burden on sworn officers, freeing up sworn officers to spend more time on each call, focus on higher-priority calls and to engage in more proactive policing, all of which are mission critical activities in delivering strong public safety services to the community of Pueblo. It is possible that reducing the number of calls to which patrol officers must respond could improve response time to other calls for service as well. Finally, this program may also prove to have a positive impact on the recruitment of future sworn Police Officers and will allow individuals to experience the law enforcement environment which hopefully will increase interest in pursuing a career in sworn policing with the Pueblo Police Department and provide a "feeder source" of qualified applicants

Section 8-8 of the City Charter requires the Human Resources Director to provide a Uniform Schedule of Pay for the Classified Service, which shall be approved by the Mayor and submitted to City Council.

**FINANCIAL IMPLICATIONS:**

Salary and benefit and equipment costs for the four positions will be paid out of the General Fund.

<b>Cost Item</b>	<b>Annual Cost</b>	
Salary	\$ 45,260	
Retirement (PERA)	\$ 6,436	
Health Insurance	\$ 21,637	
Dental Insurance	\$ 296	
Life Insurance	\$ 76	
Medicare	\$ 656	
Ancillary Costs - Recruitment, Uniform and Equipment	\$ 3,709	
Total Per Position	\$ 78,070	→ x 4 positions \$ 312,278
Vehicle Retrofitting (1 time cost)	\$ 3,000	
Total Estimated Annual Program Cost	<b>\$ 315,278</b>	

Assuming the CSO positions are approved, the timeline to fill through the Civil Service, selection and post-offer background processes would likely result in a hire date no sooner than June 1, 2022. Therefore, the more realistic cost of standing up the program would be **approximately \$185,164 in FY 2022.**

**BOARD/COMMISSION RECOMMENDATION:**

None.

**STAKEHOLDER PROCESS:**

None.

**ALTERNATIVES:**

The no action alternative would be to retain the current classification assignment to perform the duties. Such an alternative is operationally untenable

**RECOMMENDATION:**

Approval of the Ordinance.

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

AN ORDINANCE AMENDING SECTION 6-5-16 OF CHAPTER 5, OF TITLE VI OF THE PUEBLO MUNICIPAL CODE RELATING TO THE FY 2022 CLASSIFICATION AND PAY PLAN BY ESTABLISHING THE PAY SCALE FOR COMMUNITY SERVICE OFFICER

BE IT ORDAINED BY THE CITY COUNCIL OF PUEBLO, that: (brackets indicate matter being deleted, underscore indicates matter being added)

SECTION 1.

Section 6-5-16 (A) of Chapter 5, of Title VI, of the Pueblo Municipal Code referencing the Fiscal Year 2022 pay scale for the classification of Community Service Officer is established and enacted as follows:

**6-5-16. Schedule, classification, work week and monthly salary.**

The following shall constitute:

A. The pay range for the appointed classification of Community Service Officer for 2022

CLASS TITLE	2022									
	Entrance	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
(A) GENERAL SERVICE										
Community Service Officer	<u>3771.63</u>	<u>3868.74</u>	<u>4060.30</u>	<u>4254.88</u>	<u>4350.38</u>	<u>4397.28</u>	<u>4459.91</u>	<u>4517.64</u>	<u>4580.07</u>	<u>4730.76</u>

SECTION 2.

The officers and staff of the City are authorized to perform any and all acts consistent with the intent of this Ordinance to implement the transactions described therein.

SECTION 3.

This Ordinance shall become effective on the date of final action by the Mayor and City Council.

**Action by City Council:**

Introduced and initial adoption of Ordinance by City Council on \_\_\_\_\_.

Final adoption of Ordinance by City Council on \_\_\_\_\_.

\_\_\_\_\_  
President of City Council

**Action by the Mayor:**

- Approved on \_\_\_\_\_.
- Disapproved on \_\_\_\_\_ based on the following objections:

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\_\_\_\_\_  
Mayor

**Action by City Council After Disapproval by the Mayor:**

- Council did not act to override the Mayor's veto.
- Ordinance re-adopted on a vote of \_\_\_\_\_, on \_\_\_\_\_
- Council action on \_\_\_\_\_ failed to override the Mayor's veto.

\_\_\_\_\_  
President of City Council

ATTEST

\_\_\_\_\_  
City Clerk