



**BACKGROUND PAPER FOR PROPOSED
ORDINANCE**

COUNCIL MEETING DATE: June 13, 2022

TO: President Heather M. Graham and Members of City Council
CC: Mayor Nicholas A. Gradisar
VIA: Marisa Stoller, City Clerk
FROM: Andrew Hayes, Public Works Director
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
DEPUTY DIRECTOR PUBLIC WORKS

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 Deputy Director Public Works.

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:

A City objective is to enhance the efficiency with which the various elements of development review connected to commercial and residential development projects is accomplished. The City is experiencing a significant increase in the number of land use and development-related applications from developers and property owners. Many of these applications are complex and inter-related, making the application review process a significant challenge.

In response, Mayor Gradisar has requested that several new positions be added to City staffing to support development activities. One of those positions is the Deputy Director Public Works.

The Deputy Director Public Works will provide additional leadership and management capacity within the Public Works Department. This position will manage personnel administration, champion internal process improvement and technical innovation, and support the Director in achieving the City's public infrastructure and capital project programs. The Deputy Director will be required to hold the same credentials as the Director in case of an extended absence or vacancy in the Director position.

FINANCIAL IMPLICATIONS:

Salary and benefit costs for the position will be paid out of the General Fund.

Cost Item	Approximate Annual Cost
Salary	\$ 120,000
Retirement	\$ 17,040
Other Pay for admin/appointed	\$ 600
Health Insurance	\$ 21,637
Dental Insurance	\$ 296
Life Insurance	\$ 76
Medicare	\$ 1,740
Ancillary Costs - recruitment, equipment	\$ 2,250
Total	\$ 163,639

Assuming the Deputy Director Public Works position is 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 August 2022. Therefore, the more realistic cost would be **approximately \$69,495 in FY 2022.**

BOARD/COMMISSION RECOMMENDATION:

None.

STAKEHOLDER PROCESS:

None.

ALTERNATIVES:

The no action alternative would be to retain current staffing levels and continue as is with respect to development activities within the City. As has been outlined, this is not operationally ideal for the departments involved given the surge in development related activities. The suggested changes represent a more efficient way to accomplish this important work for the community.

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 DEPUTY DIRECTOR
PUBLIC WORKS

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 Deputy Director Public Works 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 Deputy Director Public Works 2022

<i>CLASS TITLE</i>	<i>BASE SALARY</i>	<i>MERIT PAY RANGES GRANTED UNDER SECTION 6-5-1(B)</i>					
(B) ADMINISTRATIVE							
Deputy Director Public Works	9545.00	9859.99	10195.22	10541.86	10900.29	11270.90	11696.67

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 and 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:

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