



**BACKGROUND PAPER FOR PROPOSED
ORDINANCE**

COUNCIL MEETING DATE: December 14, 2020

TO: President Dennis E. Flores and Members of City Council
 CC: Mayor Nicholas A. Gradisar
 VIA: Brenda Armijo, City Clerk
 FROM: Marisa Pacheco – Human Resources Director
 SUBJECT: AN ORDINANCE PROVIDING FOR THE CITY OF PUEBLO DEPARTMENTAL AUTHORIZED PERSONNEL POSITIONS FOR THE FISCAL YEAR 2021

SUMMARY:

This Ordinance reflects the authorized departmental staffing for Fiscal Year 2021.

PREVIOUS COUNCIL ACTION:

On December 23, 2019, Ordinance No. 9620 was approved by City Council. This Ordinance provided authorized staffing for Fiscal Year 2020.

BACKGROUND:

This Ordinance reflects the authorized departmental staffing total of 789 for 2021. The net change in FTE (full-time equivalent) count is an increase of two (2) FTE in overall staffing levels as compared to 2020 staffing.

This staffing ordinance reflects the reclassification of one administrative support position in the Finance Department from Senior Office Assistant to Administrative Technician and one reassignment of a position in Planning to Public Works. Overall, four (4) new classifications are being added. However, the additional classifications do not constitute new authorized positions as other positions have been eliminated, reallocated or downgraded. The following table summarizes the new classifications reflected in the staffing ordinance and department assignment:

Position Title	Department
Assistant Accounting Manager	Finance
Director of Public Affairs	Mayor's Office
Food Systems Strategist	Mayor's Office
Program Coordinator – Horticulture	Parks and Recreation
Parks Caretaker II – Irrigation Specialist	Parks and Recreation

FINANCIAL IMPLICATIONS:

The positions included in this Ordinance have been authorized and approved in the 2021 budget as approved by ordinance on November 23, 2020.

BOARD/COMMISSION RECOMMENDATION:

Not Applicable.

STAKEHOLDER PROCESS:

Not Applicable.

ALTERNATIVES:

There are no alternatives to this Ordinance. If this Staffing Ordinance does not receive approval by City Council, there will not be an accurate staffing count available to City Administration and Department Heads.

RECOMMENDATION:

Approval of the Ordinance.

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE CITY OF PUEBLO
DEPARTMENTAL AUTHORIZED PERSONNEL POSITIONS FOR
THE FISCAL YEAR 2021

WHEREAS, the Mayor has determined that the following staffing plan for the City Departments best meets the needs of the City; and

WHEREAS, the City Financial Plan (Budget) authorizes the positions as included in the staffing plan.

BE IT ORDAINED BY THE CITY COUNCIL OF PUEBLO, that:

SECTION 1.

The following positions shall be authorized for FY 2021:

City Council

City Council President	1
City Council Member	6
Total	7

Mayor's Office

Mayor	1
Chief of Staff	1
Deputy Mayor	1
Director of Public Affairs	1
Food Systems Strategist	1
Grant & Resource Development Administrator	1
Secretary to the Mayor	1
Administrative Assistant	1
Total	8

City Clerk

City Clerk	1
Deputy City Clerk	1
Licensing Coordinator	1
Municipal Records & Technical Coordinator	1
Senior Office Assistant	1
Total	5

Civil Service

Civil Service Administrator	1
Civil Service Commissioner	3
Senior Office Assistant	1
Total	5

Finance

Director of Finance	1
Accountant II	4
Accountant I	2
Accounting Manager	1
Assistant Accounting Manager	1
Grants Analyst	1
Tax Audit Manager	1
Tax Auditor II	2
Tax Auditor I	2
Tax Compliance Technician	2
Administration Technician	1
Accounting Technician IV	2
Accounting Technician III	2
Accounting Technician II	2
Payroll Coordinator	1
Total	25

Fire

Fire Chief	1
Deputy Fire Chief	2
Assistant Fire Chief	3
Fire Captain	32
Emergency Medical Officer	31
Fire Engineer	39
Fire Inspector	2
Firefighter	38*
Administrative Technician	1
Senior Office Assistant	1
Total	150

**Four (4) Firefighter positions were temporarily added August 2020 by ordinance, pending promotions in higher ranks. Authorized staffing will return to 146 once the promotions are accomplished.*

Fleet Maintenance

Fleet Superintendent	1
Shops Supervisor	1
Auto Mechanic	6
Parts Clerk	2
Senior Office Assistant	1
Total	11

Housing and Citizen Services

Director of Housing and Citizen Services	1
Housing/Community Development Coordinator II	1
Community Development Specialist	1

Senior Office Assistant	1
Total	4

Human Resources

Director of Human Resources	1
Assistant Director/Human Resources	1
HR Analyst	3
HR Compliance Specialist	1
Office Assistant/HR Records Technician	1
Total	7

Information Technology

Director of Information Technology	1
Assistant Director of Information Technology	1
Media Systems Administrator	1
Senior GIS Administrator	1
Senior Network Administrator	1
Senior Security Administrator	1
Senior System Administrator	1
System Administrator	1
GIS Specialist I	1
Senior PC Network Technician	1
Business Systems Analyst	2
PC Network Technician	2
Communications Supervisor	1
Radio Technician / Radio Technician II	3
Total	18

Law Department

City Attorney	1
Senior Assistant City Attorney	1
Assistant City Attorney I	2
Assistant City Attorney II	2
Legal Assistant	1
Legal Support Assistant	1
Total	8

Memorial Airport

Director of Aviation	1
Airport Operations/Maintenance Supervisor	1
Senior Airport Operations/Maintenance Specialist	2
Airport Operations/Maintenance Worker/Airport Operations/Maintenance Specialist	7
Administrative Technician	1
Aviation Operations Technician	1
Total	13

Municipal Court

Municipal Court Judge	1
Court Administrator	1
Court Marshal	1
Office Assistant/ Court Technician	6
Lead Court Technician	2
Community Service Coordinator	1
Community Service Specialist	1
Probation Case Manager	1
Total	14

Parking

Parking Enforcer	2
Total	2

Parks and Recreation

Director of Parks	1
Assistant Director of Parks and Recreation	1
Parks Manager	1
Parks Supervisor	1
Ice Arena Manager	1
Parks Maintenance Mechanic	4
Recreation Supervisor	1
Gardener	1
Parks Senior Mechanic / Welder	1
Park Caretaker II	2
Park Caretaker II-Playground Inspector	1
Park Caretaker II - Irrigation	5
Parks Area Crew Leader	2
Program Coordinator – Marketing	1
Program Coordinator – Forestry	1
Program Coordinator – Horticulture	1
Program Coordinator - Ice Arena	1
Program Coordinator – Park Ranger	1
Program Coordinator – Volunteers	0.5
Administrative Technician	1
Utility Worker / Park Caretaker I	11
Equipment Operator IV	1
Office Assistant/Parks & Rec Tech	1
Senior Office Assistant	1
Total	42.5

Planning & Community Development

Director of Planning & Community Development	1
Assistant Mayor/Community Investment	1
Principal Planner	1
Senior Planner	1
Planner	4
Land Use Technician	1
Transportation Planning Technician	1
MPO Manager	1
Administrative Technician	1
Total	12

Police

Police Chief	1
Police Deputy Chief	3
Police Captain	8
Dispatch Manager	1
Dispatch Training Coordinator	1
Police Records Manager	1
Police Sergeant	25
Police Corporal	55
Police Patrol Officer	115
Code Enforcement Officer	8
Emergency Services Dispatcher Supervisor	3
Emergency Services Dispatcher	24
Crime Analyst	1
Administrative Technician	2
Police Payroll Technician	1
Senior Office Assistant	7
Social Media Specialist	1
Office Assistant/Investigations Technician	1
Office Assistant/ Police Records Technician	11
Office Assistant/Police Services Technician	1
Office Assistant/Property & Evidence Technician	3
Building Custodian	1
Code Enforcement Manager	1
Program Coordinator-Volunteers	0.5
Total	275.5

Police-Safety Tax

Police Sergeant	4
Police Patrol Officer	20
Total	24

Public Works - Engineering

Director of Public Works	1
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Engineering Manager	1
Pavement Management Technician	1
Civil Engineer/Construction	1
Civil Engineer/Public Works	1
Associate Engineer II	2
Associate Field Engineer	2
Associate Engineer I	1
Survey Party Chief-LS	1
Survey Party Chief	1
Senior Planner	1
Construction Inspector	2
Surveyor	1
Administrative Technician	1
Senior Office Assistant	1
Total	18

Public Works - Public Buildings

Facilities Maintenance Superintendent	1
Carpenter	2
Electrician	1
Plumber	1
HVAC Technician	2
Senior Facilities Maintenance Technician	1
Painter	2
Total	10

Public Works - Solid Waste

Utility Worker III	1
Total	1

Public Works - Street Cleaning

Sweeper Operator	4
Equipment Operator II	2
Total	6

Public Works - Streets Division

Street Maintenance Supervisor	1
Inspector/Streets	2
Area Crew Leader	2
Equipment Operator IV	6
Equipment Operator II	3
Utility Worker / Equipment Operator I	11
Streets Maintenance Mechanic	1
Total	26

Public Works - Traffic Control

Traffic Control Supervisor	1
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Senior Traffic Signal Technician	2
Traffic Signal Technician	3
Traffic Signs & Marking Specialist	2
Traffic Control Utility Worker III	1
Traffic Control Utility Worker II	2
Total	11

Public Works - Transportation

Traffic Engineer	1
Traffic Engineer Analyst	1
Administrative Technician	1
Total	3

Purchasing

Director of Purchasing	1
Purchasing/Contracts Administrator	1
Purchasing/Contracts Coordinator	1
Purchasing Specialist	1
Total	4

Stormwater

Director of Stormwater	1
Stormwater Coordinator	1
Stormwater Utility Maintenance Supervisor	1
Civil Engineer/ Drainage	1
Associate Engineer I Stormwater	1
Inspector/Stormwater	1
Stormwater Crew Leader	1
Equipment Operator IV	3
Equipment Operator II	4
Utility Worker/Equipment Operator I	4
Administrative Technician	1
Total	19

Wastewater Administration

Director of Wastewater	1
Senior Office Assistant	1
Regulatory Compliance Specialist	1
WW Accounting Specialist	1
Total	4

Wastewater-Collection

WW Collection Supervisor	1
Wastewater Utility Worker V	1
WW Utility Worker/WW Utility Worker I/ WW Utility Worker II/WW Utility Worker III	8
WW Utility Worker IV	7

Total 17

Wastewater-Engineering

Associate Engineer II WW 2
WW Data Technician II 1
WW Data Technician 1
WW Engineering Manager 1
Inspector/WW 2
Total 7

Wastewater-Treatment Plant

Assistant WWTP Superintendent 1
Administrative Technician 1
Lab Analyst II 2
Lab Analyst III 2
Laboratory Pretreatment Specialist 2
Pretreatment Manager 1
Pretreatment Specialist 1
Senior WWTP Maintenance Mechanic 2
WRF Worker/WRF Worker I/WRF Worker II/WW Operator B 7
Wastewater Operator A 5
WW Electrical Specialist 1
WW Instrument & Controls Specialist 1
WW Maintenance Coordinator 1
WW SCADA Coordinator 1
WWTP Inventory Control Specialist 1
WWTP Lab Supervisor 1
WWTP Maintenance Mechanic 1
WWTP Superintendent 1
Total 32

Grand Total 789

SECTION 2.

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

SECTION 3.

This Ordinance shall be deemed to amend the Fiscal Year 2021 Budget with respect to the number and allocation of positions within Departments and shall become effective January 1, 2021.

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