

Ordinance No. 1-2023

AN ORDINANCE AMENDING THE ESTABLISHED PAY PLAN FOR CITY OFFICERS AND EMPLOYEES

WHEREAS, pursuant to Article III, Section 11 of the Charter of the City of Alamosa, and as referred to in Section 15-2 of the Code of Ordinances of the City of Alamosa, Council has adopted, by ordinance, the pay plan for City officers and employees. This plan establishes the pay range for all City job classifications. While Council reserves the right to amend this ordinance, the ordinance directs the City Manager to fix salaries within these ranges. Without formal Council approval the City Manager does not have the authority to pay someone outside the established pay range; and

WHEREAS, this ordinance will address some housekeeping items for the pay plan as well as the addition of a new full-time Construction Project Manager position; and

WHEREAS, we recently became aware that the Recreation Specialist was accidentally placed outside of the paygrades when the Salary Market Study was complete; and

WHEREAS, the proper placement is pay grade E and this ordinance would place it as such; and

WHEREAS, after reviewing the structure of the utility division staff discovered errors in the starting pay for the Utilities Equipment Operator (pay grade E) and Utilities Operator/Crew Leader (pay grade G) not aligning with requirements for the position; and

WHEREAS, the Utilities Equipment Operator (pay grade E) and Water/Wastewater Technician II (pay grade G) have the same requirements for certifications and the Utilities Operator/Crew Leader (pay grade G) and Water/Wastewater Technician III (pay grade I) have the same requirements for certifications; and

WHEREAS, it is staff's recommendation that Utilities Equipment Operator position be corrected from pay grade E to G and the Utilities Operator/Crew Leader position be corrected from pay grade G to I; and

WHEREAS, this amendment will address adding a full-time Construction Project Manager to pay grade K with a starting pay of \$58,385.60; and

WHEREAS, the significant growth in capital improvement projects combined with successful grant projects has created a workload that current staff cannot handle and future projects are not attainable without this FTE, thus limiting the opportunities for the community;

WHEREAS, the position will be funded 80% from the Enterprise Fund and 20% from

the General Fund.

NOW THEREFORE BE IT HEREBY ORDAINED by the City Council of Alamosa, Colorado as follows:

Section 1.

The current pay plan established for City officers and employees by Ordinance No. 1-2023 is hereby revoked and replaced in its entirety with the following:

Pay Plan for City Officers and Employees

The Salaries and Compensation of the Officers and Employees of the City hereinafter named shall be the respective sums or within the ranges appearing after the names of their offices:

1. Pay Plan for Elected Officials

| | Salary Range | |
|----------|--------------|---------|
| | Low | High |
| Mayor* | \$7,200 | \$7,200 |
| Council* | \$4,800 | \$4,800 |

**Annual salaries set by City Charter*

2. Pay Grades by Job

| 2023 CITY OF ALAMOSA SALARY SCHEDULE | | | | | |
|--------------------------------------|----------------------------|---------------------|--------------|--------------|--------------|
| PG | Title | Department | SALARY RANGE | | |
| | | | Minimum | Market | Maximum |
| B | | | \$ 13.92 | \$ 16.01 | \$ 17.40 |
| | | | \$ 28,959.84 | \$ 33,300.80 | \$ 36,192.00 |
| | Customer Service Assistant | Library | | | |
| | Customer Service Assistant | Parks and Rec | | | |
| C | | | \$ 14.62 | \$ 16.81 | \$ 19.00 |
| | | | \$ 30,407.83 | \$ 34,964.80 | \$ 39,520.00 |
| | Custodian | Facilities | | | |
| | Library Technician | Library | | | |
| D | | | \$ 16.08 | \$ 18.49 | \$ 20.91 |
| | | | \$ 33,448.62 | \$ 38,459.20 | \$ 43,492.80 |
| | Maintenance Worker | Facilities | | | |
| | Maintenance Worker | P&R - Community Rec | | | |

| | | | | | |
|----------|---------------------------------------|-----------------------------------|---------------------|---------------------|---------------------|
| | Administrative Assistant | Public Works - Admin | | | |
| | Maintenance Worker | Public Works - Sanitation | | | |
| | Seasonal Maintenance Worker | Public Works - Streets | | | |
| E | | | \$ 17.69 | \$ 20.34 | \$ 23.00 |
| | | | \$ 36,795.20 | \$ 42,307.20 | \$ 47,840.00 |
| | Accounting Clerk | Finance | | | |
| | Records Clerk | Police | | | |
| | Mechanic | Public Works - Fleet | | | |
| | Equipment Operator | Public Works - Sanitation/Recycle | | | |
| | W/WW Technician I | Public Works - Utility | | | |
| | Recreation Specialist | Recreation | | | |
| F | | | \$ 19.46 | \$ 22.38 | \$ 27.24 |
| | | | \$ 40,476.80 | \$ 46,550.40 | \$ 56,659.20 |
| | Maintenance Technician | Golf | | | |
| | Assistant Golf Pro | Golf | | | |
| | Associate Librarian | Library | | | |
| | Maintenance Technician | Parks and Recreation | | | |
| | Community Service Officer | Police | | | |
| | Recycling Coordinator | Public Works - Sanitation/Recycle | | | |
| | Office Coordinator | Public Works-Admin | | | |
| | Case Manager | Police | | | |
| | Maintenance Worker I | Public Works - Streets | | | |
| G | | | \$ 21.41 | \$ 24.62 | \$ 29.97 |
| | | | \$ 44,532.80 | \$ 51,209.60 | \$ 62,337.60 |
| | Public Relations & Project Specialist | City Manager | | | |
| | Executive and Legal Assistant | City Mgr./Legal | | | |
| | Deputy City Clerk/Courts | City Clerk/Municipal Court | | | |
| | Maintenance Technician/Crew Leader | P&R - Community Rec | | | |
| | Maintenance Worker/Crew Leader | Facilities | | | |
| | Office Supervisor | P&R - Community Rec | | | |
| | Office Coordinator/Evidence Custodian | Police | | | |
| | Mechanic II | Public Works - Fleet | | | |

| | | | | | |
|----------|--|-----------------------------------|-----------------|-----------------|-----------------|
| | W/WW Technician II | Public Works - Utility | | | |
| | Planning Technician | Development Services | | | |
| | Utilities Operator | Public Works - Utility | | | |
| | Police Apprentice | Police | | | |
| H | | | \$ 22.91 | \$ 26.35 | \$ 32.07 |
| | | | \$ 47,652.80 | \$ 54,808.00 | \$ 66,705.60 |
| | IT Technician | IT | | | |
| | Recreation Program Supervisor | P&R - Community Rec | | | |
| | Outdoor Recreation Supervisor & Grants Coordinator | P&R - Community Rec | | | |
| | Equipment Operator | Public Works - Streets | | | |
| I | | | \$ 24.51 | \$ 28.19 | \$ 34.31 |
| | | | \$ 50,980.80 | \$ 58,635.20 | \$ 71,373.12 |
| | Accountant | Finance | | | |
| | Police Officer | Police | | | |
| | Sanitation Supervisor | Public Works - Sanitation/Recycle | | | |
| | W/WW Technician III | Public Works - Utility | | | |
| | Utilities Operator/Crew Leader | Public Works - Utility | | | |
| | Equipment Operator/Crew Leader | Public Works - Streets | | | |
| J | | | \$ 26.23 | \$ 30.16 | \$ 36.72 |
| | | | \$ 54,558.40 | \$ 62,732.80 | \$ 76,381.76 |
| | Facilities Maintenance Manager | Facilities | | | |
| | Golf Course Superintendent | Golf | | | |
| | Police Corporal | Police | | | |
| | Parks Maintenance Supervisor | Parks and Recreation | | | |
| | Utility Supervisor | Public Works - Utility | | | |
| | Investigator | Police | | | |
| K | | | \$ 28.07 | \$ 32.28 | \$ 39.30 |
| | | | \$ 58,385.60 | \$ 67,142.40 | \$ 81,744.00 |
| | Non-certified Behavioral Health Co-Responder | | | | |
| | Golf Pro | Golf | | | |
| | Recreation Manager | P&R - Community Rec | | | |
| | Parks Maintenance Manager | Parks and Recreation | | | |

| | | | | | |
|----------|--|-------------------------------------|--------------|--------------|--------------|
| | Fleet Manager | Public Works - Fleet | | | |
| | Water /WW Plant Operator | Public Works - Utility | | | |
| | Sanitation Manager | Public Works - Sanitation/Recycle | | | |
| | Contruction Project Manager | Public Works - All City Departments | | | |
| L | | | \$ 30.03 | \$ 34.53 | \$ 42.04 |
| | | | \$ 62,462.40 | \$ 71,822.40 | \$ 87,443.20 |
| | Building Official | Development Services | | | |
| | Planning/Development Specialist | Development Services | | | |
| | IT Systems Analyst | IT | | | |
| | Library Manager | Library | | | |
| | Police Sergeant | Police | | | |
| | Streets Supervisor | Public Works - Streets | | | |
| M | | | \$ 33.03 | \$ 37.98 | \$ 46.24 |
| | | | \$ 68,702.40 | \$ 78,998.40 | \$ 96,179.20 |
| | Certified Behavioral Health Co-Responder | | | | |
| | City Clerk/Court Administrator | City Clerk/Municipal Court | | | |
| N | | | \$ 35.34 | \$ 40.64 | \$ 49.48 |
| | | | \$ 73,507.20 | \$ 84,531.20 | 102,918.40 |
| | Economic Development Director | Econ Dev | | | \$ |
| | Police Captain - Support Services | Police | | | |
| | Utility Superintendent | Public Works - Utility | | | |
| | Streets Manager | Public Works - Streets | | | |
| O | | | \$ 37.11 | \$ 42.68 | \$ 51.95 |
| | | | \$ 77,188.80 | \$ 88,774.40 | 108,056.00 |
| | Development Services Director | Development Services | | | |
| | Fire Chief | Fire | | | |
| | HR/Risk Manager | Human Resources | | | |
| | Parks and Recreation Director | Parks and Recreation | | | |
| | Police Captain - Operations | Police | | | |
| P | | | \$ 44.53 | \$ 51.21 | \$ 62.34 |

| | | | | | |
|----------|------------------------------|-----------------------------|-----------------|-----------------|-----------------|
| | | | \$ 92,622.40 | \$ 106,516.80 | \$ 129,667.20 |
| | Finance Director | Finance | | | |
| | IT Director | IT | | | |
| | Public Works Director | Public Works - Admin | | | |
| Q | | | \$ 46.76 | \$ 53.77 | \$ 65.46 |
| | | | \$ 97,260.80 | \$ 111,841.60 | \$ 136,156.80 |
| | City Attorney | Legal | | | |
| | Police Chief | Police | | | |

3. Pay Plan for Council Appointed Employees:

| | |
|-----------------|--------------------------------|
| City Manager | Salary Established by Contract |
| Municipal Judge | Salary Established by Contract |

4. Pay Plan for non-regular Part-Time Employees (hourly, unless otherwise noted):

| | | |
|-----------------------------------|---------|---------|
| Cart/Range Attendant | \$13.65 | \$15.74 |
| Student Intern | \$13.65 | \$15.74 |
| Recreation Instructor (per class) | \$13.65 | \$33.03 |
| Score Keeper | \$13.65 | \$16.83 |
| Ice Monitor (PRN) | \$14.32 | \$19.82 |
| Sports Official (pay per game) | \$16.52 | \$29.73 |
| Site Supervisor, PRN | \$14.17 | \$19.62 |

Section 2. Where a pay range is provided herein, the City Manager is authorized and directed to fix the compensation of such employees within such pay ranges. The City Council reserves the right to change the compensation provided herein at any time.

Section 3. Other compensation, allowances, bonuses, etc. for Council appointed employees may be set, by Council, through contract. Such items, if any, for regular employees shall be determined by the City Manager within the amounts established. The City Manager may issue a pay increase to employees based on their performance evaluation not to exceed 3% of their current salary. The City may offer an education reimbursement to eligible employees per a separate policy.

Section 4. General Repealer. All other acts, orders, ordinances, resolutions, or positions thereof in conflict with the sections adopted in this Ordinance, are hereby repealed to the extent of such conflict.

Section 5. Recording and Authentication. This ordinance, immediately upon its passage, shall be authenticated by the signatures of the Mayor and City Clerk, recorded in the City book of Resolutions kept for that purpose.

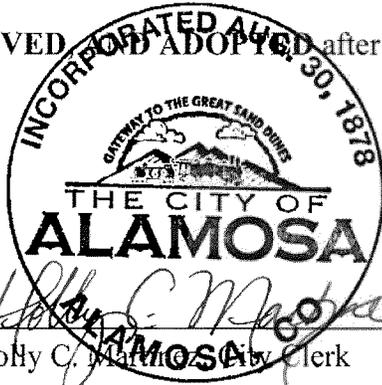
Section 6. Publication and Effective Date. This ordinance shall take effect ten days after final publication. Publication both before and after final passage shall be by the title of this ordinance, which Council determines constitutes a sufficient summary of the ordinance, together with the statement that the full text of the ordinance is available for public inspection acquisition on the City's website and in the office of the City Clerk.

Section 7. Declaration of Public Interest. This ordinance is necessary to preserve the peace, health, safety, and welfare, and to serve the best interest of the citizens of the City of Alamosa, Colorado.

Section 8. NON-Codification. The City Clerk is directed to ensure that the provisions of this ordinance ARE NOT codified in the Code of Ordinances of the City of Alamosa.

INTRODUCED, READ, AND APPROVED on first reading the 18th day of January 2023, and ordered published by title and reference as provided by law with notice of a public hearing to be held for consideration of the adoption of the said ordinance on the 1st day of February 2023, at 7:00 p.m., or as soon thereafter as the matter may be heard, or on a such subsequent date to which the public hearing or Council consideration may be continued.

APPROVED ~~ADOPTED~~ after public hearing this 1st day of February 2023.



By: Ty Coleman
Ty Coleman, Mayor

Attest: Holly C. [Signature]
Holly C. [Signature] City Clerk