

## **ORDINANCE NO. 1083 (2019)**

### **AN ORDINANCE FOR THE CITY OF CRAIG, COLORADO AMENDING A PORTION OF CHAPTER 2.20 OF THE CRAIG MUNICIPAL CODE TO REVISE THE EMPLOYEE STEP PROGRAM AND COST OF LIVING INCREASES**

WHEREAS, the City of Craig utilizes a “step program” for new employees to allow them to increase their pay within their salary range during the first several years of employment, which step increases correspond with the training and experience acquired as an employee;

WHEREAS, the City Manager recommends that the City Council approve changes from time to time in the step program, in order to reward employees for their longevity and continued advancement due to increasing experience in their job;

WHEREAS, the City Manager proposes a budget each year which is approved by the City Council, and which may include bonuses or cost-of-living increases based upon certain factors, including inflation, the results of salary surveys and the ability of the City of Craig to pay such bonuses or cost-of-living increases;

WHEREAS, the City Council must establish and maintain policies which are fairly applied and which support the sound management of the employees of the City of Craig, as well as the sound fiscal management of the City; and

WHEREAS, changes to the ordinance pertaining to the Step Program will apply to new employees hired after the passage of this ordinance, and will not create any changes to existing employees as of the date of passage of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG, COLORADO:

Section 1: Sections 2.20 and 2.20.050 of Chapter 2.20 (Salaries) is hereby amended and replaced in full to read as follows:

#### **Chapter 2.20**

#### **Salaries**

##### **2.20.040 Salary Steps**

The City Council has approved a Step Program for new-hire employees based on their job title and corresponding compensation range. Existing employees earning a promotion that advances the employee to a more responsible position may also qualify to enter the Step Program associated with their new position and compensation range. The Step Program provides for annual increases on January 1<sup>st</sup> of each year following an evaluation confirming that the employee meets acceptable performance standards as determined by the employee’s supervisor. New-hire employees with hire dates after July 1st and promoted employees receiving their promotion after July 1st will not be eligible for a Step advance for 13 to 18 months at the beginning of the fiscal year.

Advancement through the Step program is subject to council approval during each budget year and may be interrupted by poor performance, fiscal budgeting decisions or elimination of the program upon the decision of the City Council.

## **2.20.050 Cost-of-living**

Each year during budget preparation the City Council will review a Cost-of-Living recommendation from the City Manager that's based on the Colorado Consumer Price Index as published by the Department of Local Affairs for the previous fiscal year. The recommendation will be introduced no later than the month of September during budget preparation for the following fiscal year. The City Council's decision on Cost-of-Living increases will apply to all city employees and advance the salary ranges for all city employment positions accordingly. At least once every five years the City will authorize a Salary Survey to examine appropriate compensation ranges for each employment position and according to the job responsibilities of such. The city may secure a consultant to work with staff in order to complete this survey or, if sufficient information is available to adequately perform the survey based on Colorado Municipal League's (CML) Salary Survey information, the CML survey information may be used by city staff to conduct an internal analysis.

Section 2. All ordinances heretofore passed and adopted by the City Council of the City of Craig, Colorado, are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

Section 3. If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and effect, and shall be in no way affected, impaired, voided, or invalidated.

Section 4. The City Council hereby finds, determines and declares that this Ordinance is necessary for the preservation of the public peace, health and safety.

Section 5. The City Council deems it appropriate to publish the title of this Ordinance, together with a summary of the Ordinance and with the statement that the text is available for public inspection and acquisition in the office of the City Clerk.

Section 6. This Ordinance shall take effect immediately upon the expiration of ten (10) days from and after its publication following final passage, as provided in Article 2, Section 14 of the City of Craig Home Rule Charter.

READ, APPROVED AND ORDERED PUBLISHED ON FIRST READING THIS\_\_\_\_ DAY  
OF \_\_\_\_\_, 2019 BY THE CITY COUNCIL OF THE CITY OF CRAIG, COLORADO.

\_\_\_\_\_  
John Ponikvar, Mayor

ATTEST:

\_\_\_\_\_  
Liz White, City Clerk

PASSED, APPROVED AND ADOPTED AFTER PUBLIC HEARING ON SECOND  
READING THIS\_\_\_\_DAY OF \_\_\_\_\_, 2019 BY THE CITY COUNCIL OF THE  
CITY OF CRAIG, COLORADO.

\_\_\_\_\_  
John Ponikvar, Mayor

ATTEST:

\_\_\_\_\_  
Liz White, City Clerk

ORDINANCE NUMBER 710 (1988)

AN ORDINANCE DETAILING AND SETTING SALARIES FOR THOSE EMPLOYEES OF THE CITY OF CRAIG, PROVIDING A METHOD BY WHICH THOSE SALARIES ARE SET, DETERMINING WHEN AND HOW COST-OF-LIVING INCREASES SHALL BE DETERMINED, AND PROVIDING FOR PERIODICAL CHANGES IN THE SALARY SCHEDULE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG:

Section 1. Purpose. The City Council of the City of Craig hereby finds, determines, and declares that the determination of a formal salary schedule is in the best interest of the city and its employees and in proper personnel management.

Section 2. Method. Salaries for all City of Craig employees who are part of the city's personnel system are determined in the following manner: The Colorado Municipal League salary survey of cities with a population between 4,500 and 20,500 shall be surveyed. The City of Craig shall use the Colorado Municipal League Benchmark job descriptions, as amended from time to time, as the basis for this comparison. A listing of the current job descriptions and titles shall be maintained by the Personnel Office of the City of Craig. The number and types of positions within the city's workforce may change from time to time depending on the needs of the city. However, all positions covered by the general city personnel system are subject to the salary survey as described by this ordinance.

The entry level salary for all positions described under this survey shall be determined as a point half-way between the median and the third quartile based upon the C.M.L. benchmark survey.

Section 3. Periodic Review. The Personnel Office shall be required to adjust the entry level salaries every three years after completing a salary survey as described in Section 2 of this ordinance.

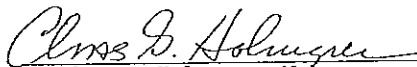
Section 4. Salary Steps. There shall be five (5) steps beyond entry level which an employee may advance to, upon completion of a successful evaluation. There shall be a five percent (5%) difference between each step. Upon reaching the fifth step there shall be no further increase in salary with the following exceptions: cost-of-living and special merit.

Section 5. Cost-of-Living. A cost-of-living increase shall be recommended to the City Council by the City Administrator whenever the Accumulative Colorado Consumer Price Index reaches or exceeds seven percent (7%) in any consecutive five (5) year period. This recommendation shall be in August of the preceding year so that it can be incorporated in the forthcoming budget. The City Council shall act on the City Administrator's recommendation within thirty (30) working days. Cost-of-living increases shall apply to all employees of the City of Craig.

Section 6. Repeal. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 7. Safety. The City Council of the City of Craig hereby finds, declares, and determines that this ordinance is necessary for the preservation of the public peace, health and safety.

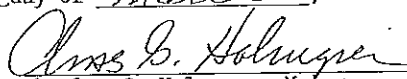
PASSED, ADOPTED AND APPROVED by the City Council of the City of Craig this 23rd day of February, 1988.

  
Charles G. Holmgren, Mayor

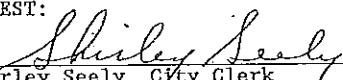
ATTEST:

  
Shirley Seely, City Clerk

PASSED, ADOPTED AND APPROVED on second reading by the City Council of the City of Craig, Colorado this 24th day of March, 1988.

  
Charles G. Holmgren, Mayor

ATTEST:

  
Shirley Seely, City Clerk

ORDINANCE NO. 748 1989

AN ORDINANCE REPEALING SECTIONS 2.20.020 AND 2.20.030 AND AMENDING SECTION 2.20.040 OF THE CRAIG MUNICIPAL CODE CONCERNING THE COLORADO MUNICIPAL LEAGUE SALARY SURVEY AND MERIT RAISES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRAIG, COLORADO:

Section 1. The City Council has determined that the present salary survey using the Colorado Municipal League's benchmark job descriptions is inaccurate, unsatisfactory and has resulted in inequities.

Section 2. The City Council intends to study alternate methods of setting employee salary ranges. Pending the results of such a study, the sections of Chapter 2.20 pertaining to the CML survey must be repealed.

Section 3. The City Council has also determined that it is in the best interest of the city study alternate methods for rewarding exceptional merit.

Section 4. Legislative Intent. It is the intent of this ordinance to repeal Sections 2.20.020 and 2.20.30 and amend Section 2.20.040 of the Craig Municipal Code to eliminate the CML benchmark survey and merit raises.

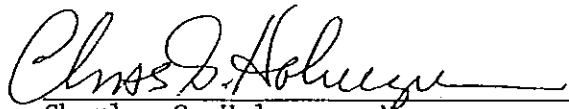
Section 5. Sections 2.20.20 and 2.20.30 of the Craig Municipal Code and the comparable sections in Ordinance 710 (1988) are hereby repealed.

Section 6. Section 2.20.040 of the Craig Municipal Code and Ordinance 710 (1988) are hereby amended to read as follows:

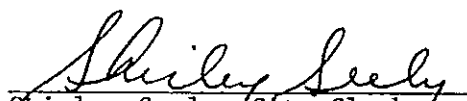
2.20.040 Salary steps. There shall be five steps beyond entry level which an employee may advance to, upon completion of a successful evaluation. There shall be a five percent difference between each step. Upon reaching the fifth step there shall be no further increase in salary except cost-of-living increases.

Section 7. The City Council finds that it is necessary to pass this ordinance as an emergency ordinance to preserve the public health, safety and welfare.

PASSED AND APPROVED ON FIRST READING THIS 26 DAY OF September 1989, BY THE CITY COUNCIL OF THE CITY OF CRAIG, COLORADO.

  
Charles G. Holmgren, Mayor

ATTEST:

  
Shirley Seely, City Clerk

					5 Years										10 Years										15 Years					
					2 1/2 Years										2 1/2 Years										5 Years					
			MARKET	MARKET	MINIMUM	MINIMUM											MARKET	MID-POINT	MARKET	10 YR MARK					MAXIMUM	MAXIMUM				
* ECI June 2018 State and Local annual pay increases			Current	plus COLA*	ANNUAL	ANNUAL											ANNUAL	ANNUAL	without COLA	ANNUAL						ANNUAL	ANNUAL			
Economic Cost Index						CURRENT	80%											100% with COLA	CURRENT	plus COLA*	110%						115%	CURRENT		
Employment Cost Index (State&Local Gov)																As of 01-01-19														
			1.90%			Start	Step 1	Step 2	Step 3	Step 4	Step 5		Step 6	Step7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15								
Positions	Department	POSITION TITLES																												
1	Adminstration	Executive Assistant to City Manager	50,124	51,076	\$47,899	40,861	42,904	44,947	46,990	49,033	51,076	\$54,589	51,076	52,098	53,119	54,141	55,162	56,184	56,695	57,206	57,716	58,227	58,738	\$61,278	(\$2,540)					
1	Adminstration	Administrative Technician	45,937	46,810	\$42,436	37,448	39,320	41,193	43,065	44,937	46,810	\$48,316	46,810	47,746	48,682	49,618	50,555	51,491	51,959	52,427	52,895	53,363	53,831	\$54,195	(\$364)					
1	Clerk/Personnel	City Clerk/Personnel Director	82,656	84,226	\$74,981	67,381	70,750	74,119	77,488	80,857	84,226	\$85,559	84,226	85,911	87,596	89,280	90,965	92,649	93,491	94,334	95,176	96,018	96,860	\$96,137	\$723					
1	Clerk/Personnel	Human Resources Coordinator	57,760	58,857	\$54,103	47,086	49,440	51,795	54,149	56,503	58,857	\$61,672	58,857	60,035	61,212	62,389	63,566	64,743	65,332	65,920	66,509	67,097	67,686	\$69,241	(\$1,555)					
1	Com Dev	Building Inspector	66,560	67,825	\$58,686	54,260	56,973	59,686	62,399	65,112	67,825	\$66,926	67,825	69,181	70,538	71,894	73,251	74,607	75,285	75,964	76,642	77,320	77,998	\$75,166	\$2,832					
1	Finance	Finance Director	98,754	100,630	\$88,360	80,504	84,529	88,555	92,580	96,605	100,630	\$100,836	100,630	102,643	104,656	106,668	108,681	110,693	111,700	112,706	113,712	114,719	115,725	\$113,312	\$2,413					
1	Finance	Senior/Sales Tax Accountant	75,155	76,583	\$69,102	61,266	64,330	67,393	70,456	73,520	76,583	\$78,823	76,583	78,115	79,646	81,178	82,710	84,241	85,007	85,773	86,539	87,305	88,070	\$88,545	(\$475)					
1	Finance	Acctg-Data Proc./Utility Billing Supv.	50,190	51,144	\$54,103	40,915	42,961	45,006	47,052	49,098	51,144	\$61,672	51,144	52,166	53,189	54,212	55,235	56,258	56,769	57,281	57,792	58,304	58,815	\$69,241	(\$10,425)					
1	Finance	Utility Billing Coordinator	49,021	49,952	\$47,899	39,962	41,960	43,958	45,956	47,954	49,952	\$54,589	49,952	50,951	51,950	52,950	53,949	54,948	55,447	55,947	56,446	56,946	57,445	\$61,278	(\$3,833)					
1	Finance	Utility Billing Clerk II	44,512	45,358	\$42,436	36,286	38,100	39,915	41,729	43,543	45,358	\$48,316	45,358	46,265	47,172	48,079	48,986	49,894	50,347	50,801	51,254	51,708	52,161	\$54,195	(\$2,034)					
1	Park	Crew Supervisor	48,092	49,006	\$47,899	39,205	41,165	43,125	45,085	47,046	49,006	\$54,589	49,006	49,986	50,966	51,946	52,926	53,906	54,396	54,886	55,376	55,867	56,357	\$61,278	(\$4,921)					
1	Park/Rec	Parks & Recreation Director	101,189	103,112	\$71,972	82,489	86,614	90,738	94,863	98,987	103,112	\$82,110	103,112	105,174	107,236	109,298	111,361	113,423	114,454	115,485	116,516	117,547	118,578	\$92,249	\$26,330					
1	Park/Rec	Foreman	60,465	61,614	\$56,325	49,291	51,756	54,220	56,685	59,149	61,614	\$64,241	61,614	62,846	64,078	65,311	66,543	67,775	68,391	69,007	69,624	70,240	70,856	\$72,157	(\$1,301)					
1	Park/Rec	Sports/Recreation Manager	54,644	55,682	\$49,890	44,546	46,773	49,000	51,228	53,455	55,682	\$56,857	55,682	56,796	57,910	59,023	60,137	61,250	61,807	62,364	62,921	63,478	64,035	\$63,824	\$210					
1	Park/Rec	Aquatics Manager	54,644	55,682	\$47,899	44,546	46,773	49,000	51,228	53,455	55,682	\$54,589	55,682	56,796	57,910	59,023	60,137	61,250	61,807	62,364	62,921	63,478	64,035	\$61,278	\$2,757					
1	Park/Rec	Light Equipment Operator	45,802	46,672	\$40,724	37,338	39,205	41,072	42,938	44,805	46,672	\$46,395	46,672	47,606	48,539	49,473	50,406	51,339	51,806	52,273	52,740	53,206	53,673	\$52,066	\$1,607					
1	Park/Rec	Administrative Technician	43,053	43,871	\$42,436	35,097	36,852	38,606	40,361	42,116	43,871	\$48,316	43,871	44,748	45,626	46,503	47,381	48,258	48,697	49,136	49,574	50,013	50,452	\$54,195	(\$3,743)					
2	Police	Police Captain	80,702	82,235	\$69,160	65,788	69,078	72,367	75,657	78,946	82,235	\$78,899	82,235	83,880	85,525	87,169	88,814	90,459	91,281	92,104	92,926	93,748	94,571	\$88,638	\$5,932					
4	Police	Police Sergeant	72,596	73,975	\$58,329	59,180	62,139	65,098	68,057	71,016	73,975	\$66,720	73,975	75,455	76,934	78,414	79,893	81,373	82,113	82,852	83,592	84,332	85,072	\$75,112	\$9,960					
15	Police	Police Officer	56,268	57,337	\$47,898	45,870	48,163	50,457	52,750	55,044	57,337	\$54,631	57,337	58,484	59,631	60,777	61,924	63,071	63,644	64,218	64,791	65,364	65,938	\$61,333	\$4,605					
1	Police	Records Supervisor	54,457	55,492	\$47,899	44,393	46,613	48,833	51,052	53,272	55,492	\$54,589	55,492	56,602	57,711	58,821	59,931	61,041	61,596	62,151	62,706	63,261	63,815	\$61,278	\$2,537					
1	Police	Civilian Investigative Technician	52,382	53,377	\$47,899	42,702	44,837	46,972	49,107	51,242	53,377	\$54,589	53,377	54,445	55,512	56,580	57,647	58,715	59,249	59,783	60,316	60,850	61,384	\$61,278	\$106					
2	Police	Community Service Officer (Animal Control)	45,849	46,720	\$46,001	37,376	39,245	41,114	42,983	44,851	46,720	\$52,413	46,720	47,655	48,589	49,523	50,458	51,392	51,859	52,327	52,794	53,261	53,728	\$58,824	(\$5,096)					
1	Police	Records Technician	41,370	42,156	\$40,724	33,725	35,411	37,097	38,784	40,470	42,156	\$46,395	42,156	42,999	43,842	44,685	45,529	46,372	46,793	47,215	47,636	48,058	48,479	\$52,066	(\$3,586)					
1	Police	Chief of Police	102,452	104,399	\$88,360	83,519	87,695	91,871	96,047	100,223	104,399	\$100,836	104,399	106,487	108,575	110,663	112,750	114,838	115,826	116,926	117,970	119,014	120,058	\$113,312	\$6,746					
1	Public Works	Public Works Director/City Engineer	104,487	106,472	\$92,110	85,178	89,437	93,696	97,954	102,213	106,472	\$105,102	106,472	108,602	110,731	112,861	114,990	117,119	118,184	119,249	120,314	121,378	122,443	\$118,095	\$4,348					
1	Public Works	Engineering/IT Technician	51,605	52,585	\$66,324	42,068	44,172	46,275	48,379	50,482	52,585	\$75,652	52,585	53,637	54,689	55,741	56,792	57,844	58,370	58,896	59,422	59,947	60,473	\$64,980	(\$24,507)					
1	Refuse	Foreman	60,465	61,614	\$56,325	49,291	51,756	54,220	56,685	59,149	61,614	\$64,241	61,614	62,846	64,078	65,311	66,543	67,775	68,391	69,007	69,624	70,240	70,856	\$72,157	(\$1,301)					
0	Refuse	Light Equipment Operator	45,802	46,672	\$40,724	37,338	39,205	41,072	42,938	44,805	46,672	\$46,395	46,672	47,606	48,539	49,473	50,406	51,339	51,806	52,273	52,740	53,206	53,673	\$52,066	\$1,607					
4	Road/Bridge	Road and Bridge/Refuse Director	101,292	103,217	\$71,972	82,573	86,702	90,831	94,959	99,088	103,217	\$82,110	103,217	105,281	107,345	109,410	111,474	113,538	114,570	115,603	116,635	117,667	118,699	\$92,249	\$26,451					
3	Road/Bridge	Foreman	60,465	61,614	\$56,325	49,291	51,756	54,220	56,685	59,149	61,614	\$64,241	61,614	62,846	64,078	65,311	66,543	67,775	68,391	69,007	69,624	70,240	70,856	\$72,157	(\$1,301)					
1	Road/Bridge	Mechanic	54,205	55,235	\$46,001	44,188	46,397	48,607	50,816	53,025	55,235	\$52,413	55,235	56,340	57,444	58,549	59,654	60,758	61,311	61,863	62,415	62,968	63,520	\$58,824	\$4,696					
2	Road/Bridge	Crew Supervisor	48,092	49,006	\$47,899	39,205	41,165	43,125	45,085	47,046	49,006	\$54,589	49,006	49,986	50,966	51,946	52,926	53,906	54,396	54,886	55,376	55,867	56,357	\$61,278	(\$4,921)					
2	Road/Bridge	Heavy Equipment Operator	48,092	49,006	\$44,149	39,205	41,165	43,125	45,085	47,046	49,006	\$50,306	49,006	49,986	50,966	51,946	52,926	53,906	54,396	54,886	55,376	55,867	56,357	\$56,463	(\$107)					
6	Road/Bridge	Light Equipment Operator	45,802	46,672	\$40,724	37,338	39,205	41,072	42,938	44,805	46,672	\$46,395	46,672	47,606	48,539	49,473	50,406	51,339	51,806	52,273	52,740	53,206	53,673	\$52,066	\$1,607					
1	Road/Bridge	Parts/Purchasing Clerk	43,053	43,871	\$42,436	35,097	36,852	38,606	40,361	42,116	43,871	\$48,316	43,871	44,748	45,626	46,503	47,381	48,258	48,697	49,136	49,574	50,013	50,452	\$54,195	(\$3,743)					
2	Wastewater	Plant Operator II	56,805	57,884	\$49,890	46,307	48,623	50,938	53,254	55,569	57,884	\$56,857	57,884	59,042	60,200	61,357	62,515	63,673	64,252	64,830	65,409	65,988	66,567	\$63,824	\$2,743					
2	Wastewater	Plant Operator I	41,662	42,454	\$37,576	33,963	35,661	37,359	39,057	40,755	42,454	\$42,784	42,454	43,303	44,152	45,001	45,850	46,699	47,123	47,548	47,973	48,397	48,822	\$47,992	\$830					
1	Water	Water Distribution Foreman/Tech II	60,645	61,797	\$56,325	49,438	51,910	54,382	56,853	59,325	61,797	\$64,241	61,797	63,033	64,269	65,505	66,741	67,977	68,595	69,213	69,831	70,449	71,067	\$72,157	(\$1,090)					
1	Water	Lab Technician / Plant Operator II	59,592	60,724	\$49,890	48,579	51,008	53,437	55,866	58,295	60,724	\$56,857	60,724	61,939	63,153	64,368	65,582	66,797	67,404	68,011	68,618	69,226	69,833	\$63,824	\$6,009					
2	Water	Plant Operator II	59,592	60,724	\$49,890	48,579	51,008	53,437	55,866	58,295	60,724	\$56,857	60,724	61,939	63,153	64,368	65,582	66,797	67,404	68,011	68,618	69,226	69,833	\$63,824	\$6,009					
4	Water	Heavy Equipment Operator/Water Dist. Tech II	48,635	49,559	\$44,149	39,647	41,630	43,612	45,594	47,577	49,559	\$50,306	49,559	50,550	51,541	52,533	53,524	54,515												