

RESOLUTION NO. 3699-21

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR
AMENDING THE FISCAL YEAR 2021-2022 GENERAL FUND BUDGET IN THE
AMOUNT OF \$150,640 AND THE WATER AND WATER RECLAMATION
OPERATING FUND BUDGETS IN THE AMOUNT OF \$42,037 EACH AND RATIFYING
THE LIST OF AUTHORIZED POSITIONS AND SALARY SCHEDULES
ESTABLISHING NEW POSITIONS AND ABOLISHING PREVIOUSLY ADOPTED
SALARY SCHEDULES**

WHEREAS, on May 5, 2021 the Town Council last adopted a revised listing of authorized positions and salary schedule; and

WHEREAS, on June 16, 2021 the Town Council approved the Fiscal Year 2021-2022 Budget as part of the town's 2021-2023 Biennium Budget; and

WHEREAS, a review of the current staffing needs of the Public Works Department was recently conducted; and

WHEREAS, staff has proposed amendments to accommodate Town staffing needs; and

WHEREAS, a list of authorized positions, a Non-Exempt Salary Schedule, and Exempt Salary Schedule are attached hereto as Exhibits A, B, and C respectively, and are incorporated herein by reference; and

WHEREAS, staff evaluated the budget and workload for development plan review and inspection performed by outside consultants for the Public Works Department; and

WHEREAS, staff determined that plan review and inspection for the Public Works Department can be more cost effectively performed by the Town with the addition of staff as proposed; and

WHEREAS, the Town's General fund will realize a savings of \$150,640 per year.

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Windsor does hereby:

1. Ratify the listing of authorized positions as depicted in the attached Exhibit A.
2. Ratify the Non-Exempt Salary Schedule as depicted in the attached Exhibit B.
3. Ratify the Exempt Salary Schedule as depicted in the attached Exhibit C.
4. Abolish all previously adopted employee salary schedules upon the resolution's effective date.
5. Amend the Fiscal Year 2021-2022 as follows:

Section I – Increase in Appropriations:

010-63-00-0000-4110-000 General Fund - Salaries & Wages \$72,360

410-63-00-0000-4110-000 Water Reclamation Operating Fund - Salaries & Wages \$42,037

440-63-00-0000-4110-000 Water Operating Fund- Salaries & Wages \$42,037

Purpose: Increase appropriations to cover salary updates due to reorganization.

Section II – Source of Funding and Decrease in Appropriations:

010-63-00-0000-4450-000 General Fund – Professional Services \$200,000

010-63-00-0000-4120-000 General Fund – Extra Help Wages \$23,000

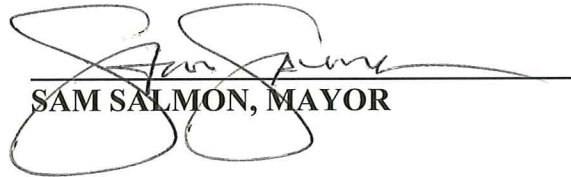
Water Reclamation Operating Fund Balance \$42,037

Water Operating Fund Balance \$42,037

Impact: Reduction in overall General Fund appropriations of \$150,640 and reduction in available Water and Water Reclamation Operating Fund balance of \$42,037 each.

PASSED, APPROVED AND ADOPTED this 6th day of October 2021, by the following vote:

AYES: COUNCILMEMBERS FUDGE, LEMUS,
VICE MAYOR REYNOZA AND MAYOR SALMON
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE


SAM SALMON, MAYOR

ATTEST:



IRENE CAMACHO-WERBY, TOWN CLERK

Attachments:

- **Exhibit A:** Position Authorization FY2021-22
- **Exhibit B:** Non-Exempt Salary Schedule FY2021-22
- **Exhibit C:** Exempt Salary Schedule FY2021-22

Department/Classification	Number Authorized	Group	Monthly Salary Range	
Town Manager's Office				
Town Manager	1	Contract		\$ 18,250
Assistant Town Manager	1	Executive Management	\$ 13,061	\$ 16,313
Economic Development Manager	1	Management Employees Group	\$ 9,282	\$ 11,592
Town Clerk	1	Executive Management	\$ 8,419	\$ 10,515
Senior Management Analyst	1	Management Employees Group	\$ 7,636	\$ 9,538
Deputy Town Clerk	1	Teamsters Local No. 856	\$ 5,170	\$ 6,456
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Administrative Services				
Administrative Services Director	1	Executive Management	\$ 11,283	\$ 14,091
Administrative Operations Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Finance Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Revenue Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Senior Management Analyst	1	Management Employees Group	\$ 7,636	\$ 9,538
Accounting & Audit Supervisor	1	Professionals & Supervisory	\$ 6,282	\$ 7,847
Accountant	1	Professionals & Supervisory	\$ 6,282	\$ 7,847
Accounting Technician	2	Teamsters Local No. 856	\$ 5,426	\$ 6,778
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Administrative Assistant	2	Teamsters Local No. 856	\$ 4,573	\$ 5,711
Community Development				
Community Development Director	1	Executive Management	\$ 11,558	\$ 14,434
Building Official	1	Management Employees Group	\$ 8,625	\$ 10,772
Planning Manager	1	Management Employees Group	\$ 8,625	\$ 10,772
Senior Building Inspector	1	Teamsters Local No. 856	\$ 6,758	\$ 8,441
		Management Employees Group	\$ 7,451	\$ 9,305
Planner I/II/III	4	Teamsters Local No. 856	\$ 6,436	\$ 8,037
		Teamsters Local No. 856	\$ 5,559	\$ 6,943
Community Development Technician	1	Teamsters Local No. 856	\$ 5,426	\$ 6,778
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Human Resources				
Human Resources Director	1	Executive Management	\$ 11,283	\$ 14,091
Principal Human Resources Analyst	1	Confidential	\$ 7,636	\$ 9,538
Human Resource Specialist	3	Confidential	\$ 5,170	\$ 6,456
Parks & Recreation				
Parks & Recreation Director	1	Executive Management	\$ 11,558	\$ 14,434
Recreation Division Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Parks & Facilities Manager	1	Management Employees Group	\$ 8,018	\$ 10,014
Recreation Program Supervisor	2	Management Employees Group	\$ 6,597	\$ 8,239
Parks & Facilities Maintenance Supervisor	1	Professionals & Supervisory	\$ 6,597	\$ 8,239
Parks & Recreation Analyst	2	Teamsters Local No. 856	\$ 5,699	\$ 7,117
Senior Maintenance Worker	2	Teamsters Local No. 856	\$ 5,170	\$ 6,456
Recreation Program Coordinator	3	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Senior Administrative Assistant	2	Teamsters Local No. 856	\$ 5,043	\$ 6,299
Maintenance Worker I/II	10	Teamsters Local No. 856	\$ 4,688	\$ 5,854
		Teamsters Local No. 856	\$ 4,251	\$ 5,311

Public Works			
Public Works Director	1	Executive Management	\$ 12,136 \$ 15,157
Deputy Director of Engineering	1	Management Employees Group	\$ 9,984 \$ 12,470
Deputy Director of Operations	1	Management Employees Group	\$ 9,746 \$ 12,173
Deputy Director of Water and Environmental Management	1	Management Employees Group	\$ 9,282 \$ 11,592
Senior Civil Engineer	3	Management Employees Group	\$ 8,419 \$ 10,515
Wastewater Treatment Superintendent	1	Management Employees Group	\$ 8,215 \$ 10,259
Associate Civil Engineer	1	Management Employees Group	\$ 7,636 \$ 9,538
Project Manager	1	Management Employees Group	\$ 7,636 \$ 9,538
Environmental Program Manager	3	Management Employees Group	\$ 7,273 \$ 9,084
Management Analyst	1	Management Employees Group	\$ 6,927 \$ 8,651
		Teamsters Local No. 856	\$ 6,928 \$ 8,651
Engineer I/II/III	3	Teamsters Local No. 856	\$ 6,282 \$ 7,847
		Teamsters Local No. 856	\$ 5,699 \$ 7,117
Collection and Reclamation Systems Supervisor	1	Professionals & Supervisory	\$ 6,928 \$ 8,651
Water Systems Supervisor	1	Professionals & Supervisory	\$ 6,928 \$ 8,651
Senior/Public Works Inspector	1	Teamsters Local No. 856	\$ 6,758 \$ 8,441
		Teamsters Local No. 856	\$ 6,282 \$ 7,847
Streets Maintenance Supervisor	1	Professionals & Supervisory	\$ 6,282 \$ 7,847
		Teamsters Local No. 856	\$ 6,282 \$ 7,847
Wastewater System Operator I/II/III	6	Teamsters Local No. 856	\$ 5,699 \$ 7,117
		Teamsters Local No. 856	\$ 5,043 \$ 6,299
		Teamsters Local No. 856	\$ 6,282 \$ 7,847
Environmental Analyst I/II	1	Teamsters Local No. 856	\$ 5,559 \$ 6,942
Senior Water System Operator	2	Teamsters Local No. 856	\$ 5,699 \$ 7,117
Laboratory Analyst I/II	1	Teamsters Local No. 856	\$ 5,699 \$ 7,117
		Teamsters Local No. 856	\$ 5,043 \$ 6,299
Utility Maintenance Mechanic	1	Teamsters Local No. 856	\$ 5,699 \$ 7,117
Engineering Technician	3	Teamsters Local No. 856	\$ 5,426 \$ 6,778
Senior Utility Maintenance Worker	2	Teamsters Local No. 856	\$ 5,426 \$ 6,778
Senior Maintenance Worker	1	Teamsters Local No. 856	\$ 5,170 \$ 6,456
		Teamsters Local No. 856	\$ 5,170 \$ 6,456
Water Systems Operator I/II	5	Teamsters Local No. 856	\$ 4,689 \$ 5,854
Senior Administrative Assistant	1	Teamsters Local No. 856	\$ 5,043 \$ 6,299
		Teamsters Local No. 856	\$ 4,923 \$ 6,149
Utility Maintenance Worker I/II	4	Teamsters Local No. 856	\$ 4,463 \$ 5,576
		Teamsters Local No. 856	\$ 4,688 \$ 5,854
Maintenance Worker I/II	5	Teamsters Local No. 856	\$ 4,251 \$ 5,311
Administrative Assistant	2	Teamsters Local No. 856	\$ 4,573 \$ 5,711
		Teamsters Local No. 856	\$ 4,573 \$ 5,711
Total Full-Time		115	

TOWN OF WINDSOR
 Full Time Non-Exempt Salary Schedule Effective to 6/30/22

CLASSIFICATIONS* (within salary range to the right)

		<u>Range 9</u>	
	<u>Step</u>	<u>Hourly</u>	
Maintenance Worker I	1	24.53	
	2	25.15	
	3	25.78	
	4	26.42	
	5	27.07	
	6	27.75	
	7	28.46	
	8	29.16	
	9	29.89	
	10	30.64	

		<u>Range 11</u>	
	<u>Step</u>	<u>Hourly</u>	
Utility Maintenance Worker I	1	25.75	
	2	26.40	
	3	27.06	
	4	27.74	
	5	28.43	
	6	29.15	
	7	29.87	
	8	30.61	
	9	31.39	
	10	32.16	

		<u>Range 12</u>	
	<u>Step</u>	<u>Hourly</u>	
Administrative Assistant	1	26.38	
	2	27.05	
	3	27.73	
	4	28.42	
	5	29.12	
	6	29.85	
	7	30.60	
	8	31.37	
	9	32.15	
	10	32.95	

		<u>Range 13</u>	
	<u>Step</u>	<u>Hourly</u>	
Maintenance Worker II Water System Operator I	1	27.05	
	2	27.73	
	3	28.42	
	4	29.12	
	5	29.85	
	6	30.60	
	7	31.37	
	8	32.15	
	9	32.95	
	10	33.78	

Range 15		
Step	Hourly	
Utility Maintenance Worker II	1	28.40
	2	29.11
	3	29.84
	4	30.58
	5	31.35
	6	32.14
	7	32.94
	8	33.75
	9	34.60
	10	35.47

Range 16		
Step	Hourly	
Recreation Program Coordinator	1	29.10
Senior Administrative Assistant	2	29.83
Wastewater System Operator I	3	30.57
Laboratory Analyst I	4	31.33
	5	32.12
	6	32.92
	7	33.74
	8	34.58
	9	35.45
	10	36.33

Range 17		
Step	Hourly	
Human Resources Specialist	1	29.83
Senior Maintenance Worker	2	30.57
Water System Operator II	3	31.33
Deputy Town Clerk	4	32.12
	5	32.92
	6	33.74
	7	34.58
	8	35.45
	9	36.33
	10	37.24

Range 19		
Step	Hourly	
Engineering Technician	1	31.30
Senior Utility Maintenance Worker	2	32.09
Community Development Technician	3	32.89
Accounting Technician	4	33.73
	5	34.56
	6	35.43
	7	36.31
	8	37.22
	9	38.15
	10	39.11

Range 20		
Step	Hourly	
Planner I	1	32.07
Environmental Analyst I	2	32.88
	3	33.70
	4	34.54
	5	35.41
	6	36.29
	7	37.19
	8	38.13
	9	39.07
	10	40.05

Range 21		
Step	Hourly	
Senior Water System Operator	1	32.88
Wastewater System Operator II	2	33.70
Engineer I	3	34.54
Laboratory Analyst II	4	35.41
Utility Maintenance Mechanic	5	36.29
Parks & Recreation Analyst	6	37.19
	7	38.13
	8	39.07
	9	40.05
	10	41.06

Range 25		
Step	Hourly	
Public Works Inspector	1	36.25
Wastewater System Operator III	2	37.16
Streets Maintenance Supervisor	3	38.09
Engineer II	4	39.04
Environmental Analyst II	5	40.01
Accountant	6	41.01
	7	42.03
	8	43.08
	9	44.16
	10	45.27

Range 26		
Step	Hourly	
Planner II	1	37.13
	2	38.05
	3	39.01
	4	39.98
	5	40.99
	6	42.01
	7	43.06
	8	44.14
	9	45.24
	10	46.37

Range 27		
Step	Hourly	
Parks & Facilities Maintenance Supervisor	1	38.05
	2	39.01
	3	39.98
	4	40.99
	5	42.01
	6	43.06
	7	44.14
	8	45.24
	9	46.37
	10	47.53

Range 28		
Step	Hourly	
Senior Building Inspector	1	38.99
Senior Public Works Inspector	2	39.97
	3	40.96
	4	41.98
	5	43.04
	6	44.11
	7	45.22
	8	46.34
	9	47.51
	10	48.70

Range 29		
Step	Hourly	
Engineer III	1	39.97
Collection & Reclamation Systems Supervisor	2	40.96
Water Systems Supervisor	3	41.98
Accounting & Audit Supervisor	4	43.04
	5	44.11
	6	45.22
	7	46.34
	8	47.51
	9	48.70
	10	49.91

* Unfunded positions do not appear on the salary schedule.

TOWN OF WINDSOR
Full Time Exempt Salary Schedule Effective to 6/30/22

CLASSIFICATIONS* (within salary range to the right)

		<u>Range 27</u>	
		<u>Step</u>	<u>Monthly</u>
Recreation Program Supervisor		1	6,596.60
		2	6,761.43
		3	6,931.10
		4	7,104.41
		5	7,281.35
		6	7,464.35
		7	7,650.99
		8	7,841.27
		9	8,037.60
		10	8,238.78

		<u>Range 29</u>	
		<u>Step</u>	<u>Monthly</u>
Management Analyst		1	6,927.46
		2	7,099.56
		3	7,277.71
		4	7,459.50
		5	7,646.14
		6	7,837.63
		7	8,032.75
		8	8,233.94
		9	8,439.97
		10	8,650.84

		<u>Range 31</u>	
		<u>Step</u>	<u>Monthly</u>
Environmental Program Manager		1	7,272.87
		2	7,454.66
		3	7,641.30
		4	7,832.78
		5	8,027.91
		6	8,229.09
		7	8,435.12
		8	8,646.00
		9	8,861.72
		10	9,083.51

		<u>Range 32</u>	
		<u>Step</u>	<u>Monthly</u>
Planner III		1	7,451.02
		2	7,636.45
		3	7,827.94
		4	8,023.06
		5	8,224.24
		6	8,430.27
		7	8,639.94
		8	8,856.87
		9	9,077.45
		10	9,305.29

Range 33	
Step	Monthly
Associate Civil Engineer	1 7,636.45
Project Manager	2 7,827.94
Principal Human Resources Analyst	3 8,023.06
Senior Management Analyst	4 8,224.24
	5 8,430.27
	6 8,639.94
	7 8,856.87
	8 9,077.45
	9 9,305.29
	10 9,537.99

Range 35	
Step	Monthly
Recreation Division Manager	1 8,018.21
Administrative Operations Manager	2 8,219.39
Parks & Facilities Manager	3 8,424.21
Finance Manager	4 8,635.09
Revenue Manager	5 8,850.81
	6 9,072.60
	7 9,299.23
	8 9,531.93
	9 9,769.47
	10 10,014.28

Range 36	
Step	Monthly
Wastewater Treatment Superintendent	1 8,214.54
	2 8,419.36
	3 8,630.24
	4 8,845.97
	5 9,066.54
	6 9,293.17
	7 9,525.87
	8 9,764.62
	9 10,008.22
	10 10,259.09

Range 37	
Step	Monthly
Senior Civil Engineer	1 8,419.36
Town Clerk	2 8,630.24
	3 8,845.97
	4 9,066.54
	5 9,293.17
	6 9,525.87
	7 9,764.62
	8 10,008.22
	9 10,259.09
	10 10,514.81

		<u>Range 38</u>	
	<u>Step</u>	<u>Monthly</u>	
Building Official	1	8,625.39	
	2	8,841.12	
	3	9,061.69	
	4	9,288.33	
	5	9,521.02	
	6	9,758.56	
	7	10,002.16	
	8	10,253.03	
	9	10,508.75	
	10	10,771.74	

		<u>Range 41</u>	
	<u>Step</u>	<u>Monthly</u>	
Economic Development Manager Deputy Director of Water and Environmental Management	1	9,282.27	
	2	9,514.96	
	3	9,752.50	
	4	9,996.10	
	5	10,245.76	
	6	10,502.69	
	7	10,765.68	
	8	11,034.73	
	9	11,309.85	
	10	11,592.23	

		<u>Range 43</u>	
	<u>Step</u>	<u>Monthly</u>	
Deputy Director of Operations	1	9,746.44	
	2	9,990.04	
	3	10,239.70	
	4	10,496.63	
	5	10,758.41	
	6	11,027.46	
	7	11,303.79	
	8	11,586.17	
	9	11,875.82	
	10	12,172.75	

		<u>Range 44</u>	
	<u>Step</u>	<u>Monthly</u>	
Deputy Director of Engineering	1	9,983.98	
	2	10,233.64	
	3	10,490.57	
	4	10,752.35	
	5	11,021.40	
	6	11,296.51	
	7	11,578.90	
	8	11,868.55	
	9	12,165.48	
	10	12,469.67	

		Range 49	
	Step	Monthly	
Administrative Services Director	1	11,283.18	
Human Resources Director	2	11,565.56	
	3	11,854.01	
	4	12,150.93	
	5	12,453.92	
	6	12,765.39	
	7	13,085.34	
	8	13,412.56	
	9	13,747.06	
	10	14,091.25	

		Range 50	
	Step	Monthly	
Community Development Director	1	11,558.29	
Parks & Recreation Director	2	11,846.74	
	3	12,143.66	
	4	12,446.65	
	5	12,758.12	
	6	13,076.86	
	7	13,404.08	
	8	13,739.79	
	9	14,082.77	
	10	14,434.23	

		Range 52	
	Step	Monthly	
Public Works Director	1	12,136.39	
	2	12,439.38	
	3	12,750.84	
	4	13,069.59	
	5	13,395.60	
	6	13,731.31	
	7	14,074.29	
	8	14,425.75	
	9	14,786.91	
	10	15,156.55	

		TMG	
	Step	Monthly	
Town Manager	1	18,250.26	

* Unfunded positions do not appear on the salary schedule.