

ADMINISTRATION – CITY MANAGER
Memorandum #09-05

DATE: June 11, 2009

TO: Honorable Mayor Kathleen M. Novak and City Council members

FROM: William Simmons, City Manager *WAS*

SUBJECT: Action Item CR-167/Resolution 08-156

RECOMMENDATION:

In accordance with CR-167/Resolution 08-156 adopted on October 23, 2008, I recommend the following exceptions to the hiring freeze.

Accounting Manager/Controller: This position previously received exception from the hiring freeze on January 8, 2009. This is a necessary position requiring senior level finance expertise in accomplishing the annual audit, CAFR, and annual budget preparation, plus provides leadership to the accounting division of the Finance Department.

Part-time Recreation Positions: An exception to the hiring freeze is requested to allow for hiring of part-time front line operational positions within the Recreation Division when budgeted vacancies arise.

These recreation positions have been allocated within the 2009 General Fund budget for Parks, Recreation and Cultural Services. Specifically, these positions include lifeguard/lifeguard instructors, custodial staff, guest relations specialists, fitness instructors, drop in sports supervisors, and youth program staff. Although turnover occurs throughout the year, the greatest impact to recreation programs is during the summer months. Since January 2008, turnover for these positions has included 13 lifeguards/lifeguard instructors (48% turnover rate), 1 custodian (12% turnover rate), 1 guest relations specialist (14% turnover rate), 4 fitness instructors (40% turnover rate), 5 drop in sports supervisors (50% turnover rate) and 3 youth program staff (50% turnover rate). Many of the staff hired for these part-time positions are students, and graduate or move on to other commitments.

This ongoing exception does not create an increase in the 2009 personnel budget or an increase in the total number of hours worked for this pool of part-time employees, but rather creates flexibility to maintain standard operations as turnover creates vacancies.

If approved, supervisory staff at the Recreation Center will continue to monitor the 2009 personnel budget and will utilize staff hours in an efficient manner that provides the services and programs that the division has been tasked with, and are reflected in the 2009 revenue projections.

If left unfilled, these vacancies have the potential to lead to an inability to meet projected 2009 revenues. There is no anticipated negative impact to the adopted 2009 expenditures with the approval of this resolution.

STAFF REFERENCE:

If Council members have any comments or questions, they may contact Bill Simmons at 303 450-8709 or email wsimmons@northglenn.org