


ADMINISTRATION MEMORANDUM
11 - 15

DATE: June 9, 2011
TO: Honorable Mayor Joyce Downing & City Council Members
FROM: William Simmons, City Manager 
SUBJECT: Action Item CR-167/Resolution 08-156

RECOMMENDATION:

In accordance with CR-167/Resolution 08-156 adopted on October 23, 2008, staff recommends the following exception to the hiring freeze. If approved, this will amend the October 21, 2008 Pay Plan adopted on October 23, 2008, to add the position of Water Resources Administrator to the Pay Plan.

Public Works Department

Water Resources Administrator: This full-time position will perform technical and supervisory duties relating to the planning, directing, organizing, implementing, and coordinating all programs and activities of the Water Resources Division. The Administrator will have considerable knowledge of a raw water system, including Colorado raw water rights, water right priorities, conveyance systems, diversion points, storage facilities, storage and direct flow decrees, augmentation stations, and contractual agreements.

Additional responsibilities include developing and implementing raw water systems programs and projects; representing the City at various governmental and professional meetings to determine water right priorities, water flows; administering City augmentation plans and maintaining records required by state water resource personnel and other agencies; administering and coordinating capital improvements projects on the water delivery and storage systems; coordinating the City's raw water leases, exchanges, and purchases; and administering the City's raw water lease back agreements.

This is a reclassification and funds budgeted for the now vacant Civil Engineer I position will be used to fund this position. The salary range is \$66,693 - \$89,002, grade 204. The annual salary and benefit cost for this position is approximately \$83,400. The approximate increase to the budget is \$9,245.

STAFF REFERENCE:

If Council members have any comments or questions, they may contact Bill Simmons at 303.450.8709 or wsimmons@northglenn.org