

**ADMINISTRATION MEMORANDUM**  
**10-01**

**DATE:** February 11, 2010

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** Bill Simmons, City Manager *WS*  
Amanda Peterson, Parks, Recreation & Cultural Services Director  
Russell VanHouten, Police Chief  
David Willett, Public Works Director  
Shawn Cordsen, Finance Director  
Paula Jensen, Management Services Director

**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 exceptions to the hiring and promotion freeze.

**Hiring Exceptions**

**Parks, Recreation & Cultural Services**

✓ *Parks Foreman:* This full-time professional position provides management and oversight of the Parks Maintenance division. This position ensures a continued high-level of park maintenance, and provides valuable knowledge to the department in the area of park & open space management. This position is responsible for the direct supervision of fourteen Parks Maintenance Workers, administers the parks budget and participates in the long-term planning process for capital improvement projects.

This vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget. The annual salary and benefit cost for this position is approximately \$66,000.00.

✓ *Parks Maintenance Worker:* This full-time maintenance position is primarily assigned to the "Right-of-Way" district. This district is responsible for the maintenance of over 200 acres of landscaped right-of-ways, natural areas and open space, to include mowing, trimming, weed-management and the general appearance of these areas. Other responsibilities include snow removal, holiday lighting, and equipment maintenance.

This vacancy is not a new position, but the result of a staff resignation. This district has operated with only one full-time staff member since late summer 2009, but cannot continue to do so and meet maintenance standards in the long-term. The position is budgeted in the 2010 adopted budget. The annual salary and benefit cost for this position is approximately \$35,000.00.

✓ *Seasonal Staff:*

- 2 Day Camp Directors, 40 hours per week for 11 weeks
- 4 Day Camp Aides at 32 hours per week for 11 weeks

Provide staffing for licensed day camp program at the state-required ratio of staff to children. Program revenue exceeds direct expenses by \$21,000.00

- 1 Day Camp Director, at 20 hours per week for 11 weeks
- 1 Day Camp Aide at 20 hours per week for 11 weeks

Provide staffing for middle school drop-in recreation program. Program intent is to provide appropriate activities for at-risk youth. Net program cost is approximately \$3500 to provide this program for youth in our community. This program serves approximately 20 youth each day.

- 14 Parks Maintenance Workers, at 20-40 hours per week for 12-20 weeks

The summer season requires significantly more intensive work than does the “off-season” to maintain parks, trails and right-of-ways. To complete this work in a manner that provides a safe, aesthetically pleasing environment for our community, additional staff is needed during the summer months.

- 2 Lifeguards at 20 hours per week for 12 weeks
- 3 Lifeguard Instructors at 20 hours per week for 12 weeks
- 3 Cashiers for Kiwanis Pool at 20 per week for 12 weeks
- 6 Pedal Boat Attendants at 32 hours per week for 12 weeks
- 2 Head Lifeguards at 40 hours per week for 12 weeks

Aquatics seasonal staff work at the indoor pool, outdoor pool and at Webster Lake. These positions are necessary for seasonal operations, as we experience much higher use of the indoor pool, as well as have the outdoor pool open and the boats out on the lake. These positions include lifeguards and swim lesson instructors for the indoor pool, lifeguards, swim instructors and cashiers for the outdoor pool, and pedal boat attendants at the lake. Without these seasonal positions, a net loss in revenue would be seen at the indoor pool and the pedal boat operations. At Kiwanis, the pool could not be run in accordance with the Red Cross guidelines for staff to participant ratios.

- 1 Summer Concert Assistant at 5-8 hours per week for 8 weeks.

•2 Youth Sports Instructors at 6 hours per week for 15 weeks, teaching children ages 3-6 the skills and techniques of baseball, soccer, football and officiating the outdoor 5 vs 5 youth basketball league for ages 9-16. The staff will also assist in special events and leagues such as adult softball, mud volleyball tournament and wiffleball tournament. These programs are all revenue generating.

## **Public Works**

✓ *GIS Specialist:* This full-time professional position is accountable for overall management and maintenance of the Geographic Information System. The position is essential to providing basic platforms such as emergency management planning, operations work planning, infrastructure management, and stormwater management. This position is critical to the budgeting process for capital improvement projects with regards to utilities and roadway network. Additionally, the GIS Specialist prepares digital data and map products to meet city-wide department needs.

This vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget. The annual salary and benefit cost for this position is approximately \$63,095.00.

✓ *Lab Technician:* This part-time (32 hours/week) professional position provides laboratory support by performing basic chemical and microbiological analysis, equipment maintenance and calibration, field sampling, cleaning, and data entry. All of these duties are extremely important to the operation of the water and wastewater plants and meeting regulatory requirements.

This vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget. The annual salary and benefit cost for this position is approximately \$37,824.00.

## **Police Department**

✓ *Police Officer:* This full-time position is important to the safety of the community and to the efficient and effective operation of the department. The sworn Police Officer vacancy is from the Patrol Division and, if filled, will be assigned to the Patrol Division.

The starting salary range for police officer positions is \$35,627.00 - \$44,433. This starting range covers three different job titles: Police Recruit, Police Trainee and Police Officer. The Police Recruit is an employee who has not completed an academy and is not "P.O.S.T. Certified." We send them to an academy and pay the tuition. The Police Trainee is a "P.O.S.T. Certified" employee who has not completed our Field Training and Evaluation Program and is not performing Police Officer duties on a solo basis (they are with a Field Training Officer at all times).

We hire individuals at either the Police Recruit or Police Trainee rate. Some candidates come to us having completed a "P.O.S.T Certified" police academy and some do not. This process keeps our hiring pool deeper and more diverse.

This vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget.

✓ *Police Services Representative:* Police Service Representatives (PSR's) are a first point of contact at the Police Records window and on the non-emergency telephones. PSR's process and disseminate Criminal Justice Records. Some of these records have a statutory requirement of delivery on demand within 72 hours. PSR's also provide 24/7 support for police emergency and

non-emergency operations by researching CCIC/NCIC and local records for officers out in the field and operating the local end of our radio system.

Two part-time Police Customer Service Representatives in Police Records were eliminated last fall. The forty-plus hours of work has been absorbed by the existing budgeted staff of PSR's.

This full-time vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget. The annual salary and benefit cost for this position is approximately \$41,542.00.

Estimated 2010 salary savings from these vacancies:

<u>Position</u>	<u>Date Vacant</u>	<u>Status</u>	<u>Budgeted</u>	<u>Targeted Start Date</u>	<u>Anticipated Starting Salary</u>	<u>2010 Budgeted Salary</u>	<u>*2010 Estimated Salary Savings</u>
Police Services Rep.	11/19/2009	Full time	Yes	4/19/2010	\$33,234.00	\$33,902.00	\$9,143.00
Police Officer	11/2/2009	Full time	Yes	7/1/2010	\$40,627.00	\$47,954.00	\$25,141.00
Lab Technician	7/23/2009	Part time (32 hours)	Yes	3/15/2010	\$29,836.00	\$29,836.00	\$8,702.00
GIS Specialist	1/29/2010	Full time	Yes	3/15/2010	\$50,476.00	\$51,491.00	\$9,428.00
Parks Foreman	12/18/2009	Full time	Yes	3/15/2010	\$50,981.00	\$68,036.00	\$29,800.00
Parks Maint. Worker	8/10/2009	Full time	Yes	3/1/2010	\$29,201.00	\$32,905.00	\$6,446.00
							\$88,660.00

\*Includes cost savings for vacancy of position from January 1 through targeted hiring date.

**Promotion Exception**

**Finance**

As a result of the 2009 "right sizing project" and staff reductions, one full-time Customer Service Representative in the Finance Department is now completing accounts payable and payroll responsibilities. These duties do not appropriately fit under the Customer Service Representative grade level. Therefore, we request to promote the incumbent to Accounting Specialist, which is the appropriate classification for these duties. In anticipation of this possible change, the Finance Department did budget for this salary increase. The total annual increase is approximately \$1800.

**ADDITIONAL INFORMATION:** If the above requests are approved, all but one current vacancy will be filled. The remaining vacant position is Parks Maintenance Worker. After the Parks Foreman position is hired, additional analysis and needs assessment will be completed to determine the needs of the division.

**STAFF REFERENCE:**

If Council members have any comments or questions, they may contact Bill Simmons at 303.450.8709 or [wsimmons@northglenn.org](mailto:wsimmons@northglenn.org)