

ADMINISTRATION MEMORANDUM

DATE: April 8, 2010

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Bill Simmons, City Manager *WAS*
Amanda Peterson, Parks, Recreation & Cultural Services Director *AP*

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 freeze.

BACKGROUND:

Custodian: This part-time position provides evening and weekend custodial coverage at the recreation center. Custodial staff are responsible for building cleanliness as well as set-up and tear-down for events and rentals, and building supervision during after-hours rentals.

This vacancy is not a new position, but rather the result of staff resignation. The position is budgeted in the 2010 adopted budget. This non-benefited position is scheduled for 15 hours each week, with an annual salary of approximately \$9,500.00.

Drop-In Youth Sports Supervisor: This part time position is responsible for scorekeeping, gym supervision and participant instruction for organized sports and leagues. Youth Sports Supervisors generally work evening and weekend hours, and are scheduled based on participant registration levels each season.

This vacancy is not a new position, but is also the result of a staff resignation. This position is budgeted in the 2010 adopted budget. This non-benefited position is scheduled for 7-10 hours each week, with an annual salary of approximately \$4,000.00.

STAFF REFERENCE:

If Councilmembers have any comments or questions, you may contact Amanda Peterson at apeterson@northglenn.org or at 303.450.8950.