

**ADMINISTRATION MEMORANDUM**  
**10 - 14**

**DATE:** November 11, 2010

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

**FROM:** William A. Simmons, City Manager *WAS*  
David Willett, Director of Public Works  
Paula Jensen, Director of Management Services *PJ*

**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:

**PUBLIC WORKS**

*Municipal Services Worker I, Street Maintenance Division:* This full-time position is a part of the street maintenance crew and is essential to maintaining the City's infrastructure and rights-of-way. This position is responsible for the following duties: snow and ice removal, pavement maintenance, pavement markings, traffic signs, street sweeping, maintenance of storm drainage inlets, detention ponds and drainage ways.

This vacancy is not a new position, but rather the result of a staff resignation on September 10, 2010. The position is budgeted in the 2010 adopted budget and in the 2011 proposed budget. The approximate salary and benefit cost for this position is \$35,429.00.

**STAFF REFERENCE**

David H. Willett, P.E., Director of Public Works    [dwillett@northglenn.org](mailto:dwillett@northglenn.org) or 303.450.8783