



ADMINISTRATION MEMORANDUM
10 - 06

DATE: August 12, 2010

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Bill Simmons, City Manager 
David Willett, Public Works 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 exception to the hiring freeze.

Public Works

Municipal Services Worker I, Utilities Division: This full-time position is part of the utilities crew and is essential to maintaining the City's aging infrastructure. This position is responsible for the following duties: 1) regular maintenance water line, sanitary sewer, and storm sewer, 2) televising and infrastructure assessment on sanitary sewer and storm sewer, 3) perform emergency water and sewer repairs, 4) water meter replacement and reading, and 5) snow removal.

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 \$35,000.

STAFF REFERENCE:

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