

TO: Paul A. Hofmann, City Manager
From: Curtis Hancock, Director of Public Works
Date: June 22, 2022
Subject: Public Works Salary Increase Justification



=====

Due to volatility in the labor market coupled with rising inflation, the City's ability to recruit and retain personnel within the Public Works Department has been negatively affected. We have lost employees and potential candidates to other City's multiple times in the past twelve to eighteen months (City of Kyle, BISD, EISD, LCRA), as well as generally less-skilled market employers (solid waste, general maintenance/landscaping), where higher wages are being offered.

The Public Works Department has not been fully staffed in over two years, with as many as ten positions open at one time. This has put an increased workload and hardship on our current employees, over multiple divisions of Public Works. It is my belief that if this issue is not promptly addressed and resolved, the City can expect to lose valuable, experienced Public Works leaders that play a vital role in ensuring the public health and safety of our city.

The Streets & Drainage Division is funded to have six Equipment Operators and four Maintenance Workers that are charged with ensuring public safety by maintaining over 60 miles of paved streets, 50 miles of open drainage ditches, 78 miles of storm sewer, 1,450 street signs, 98,562 linear feet of sidewalks and mowing 25.5 miles of right-of-way. The Parks Division consisting of a field staff of 7 employees is responsible for the care of the City's 11 parks by maintaining all parks facilities, trails, playgrounds, park amenities including the splash pad, disc golf course, rodeo arena, as well as all trees and irrigation for all City properties, Fairview Cemetery, and along the Highway 71 corridor. The Building Maintenance Division has a staff of 5 and is responsible for upholding the health and safety of the occupants and visitors of 12 City facilities consisting of 115,000 square feet of space by providing a range of custodial work including daily cleaning, property maintenance consisting of painting, lighting, and inspection of roofing, HVAC, foundations, etc.

In order to retain our experienced personnel and minimize salary compression, a pay step adjustment is recommended.