



Agenda Item Report

Meeting Type: Common Council

Meeting Date: April 21, 2016

Item Title: Consider and take action on the job description and compensation for the Public Works Utilities Director

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Over the past two months, Randy Myrum has served as Interim Public Works Director while continuing to fulfill his duties as Utility Director. During this period, Randy has implemented several strategies to improve communication within the Public Works team. These efforts have resulted in increased operational efficiency as well as improved short- and long-term planning.

Based on these positive outcomes, I recommend making this organizational structure permanent by aligning Public Works under the Utility Department. Under this structure, the Utility would consist of four divisions: Public Works, Electric, Water, and Wastewater.

The Public Works Utilities Director position would be allocated across the funding sources as follows: 25% General Fund, 25% Electric Utility, 25% Water Utility, and 25% Sewer Utility. Mr. Myrum's current compensation is \$122,990 (\$59.13/hour). Given the expanded scope of duties and added responsibilities, I am proposing an adjustment to his compensation to \$145,000 (\$69.71/hour).

The Utility budget currently includes \$155,313 for Director compensation in 2026. Under this proposal, the Utility would be responsible for \$116,485 (75%) of that amount, with the General Fund responsible for the remaining \$38,828 (25%). The General Fund share would be reallocated from the amount currently budgeted for the Public Works Director position.

This reorganization would eliminate the standalone Public Works Director position from the City's organizational chart, creating a more integrated and efficient management structure.

List all Supporting Documentation Attached:

Public Works Utilities Director Draft Job Description

Action Requested of Council:

Consider and take action on the job description and compensation for the Public Works Utilities Director.