



Agenda Item Report

Meeting Type: Common Council

Meeting Date: April 21, 2026

Item Title: Consider and take action on the creation of a Utilities Assistant Director and approval of the job description and authorization to begin the recruitment process

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The creation of the Utilities Assistant Director is to provide the Public Works Utilities Director with the support needed to make this transition successful and establish appropriate succession planning and coverage for a larger Utilities Department. The Utilities Assistant Director position would be allocated across the funding sources as follows: 25% General Fund, 25% Electric Utility, 25% Water Utility, and 25% Sewer Utility.

The proposed salary for the position is \$125,000 (\$60.10/hr). Utilities would be responsible for \$93,756 (75%) with the General Fund responsible for the remaining \$31,252 (25%). This would increase each of the 3 utility divisions staffing budgets by \$15,729 and decrease the amount of staffing budget in the General Fund by \$13,742.

List all Supporting Documentation Attached:

Utilities Assistant Director Job Description

Action Requested of Council:

Consider and take action on the creation of an assistant Utility Director and approval of the job description and authorization to begin the recruitment process