



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: December 17, 2024

Item Title: Discussion regarding organization structure related to Utilities, Public Works, and Treasurer/Finance and updated job descriptions for Finance Director and Public Works Lead

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The proposed plan is to combine the Accounting Clerk and Billing Clerk from Utilities with the Treasurer and Deputy Treasurer to form a Finance Department. The impacted staff has met and will continue to meet to work out the details and process for this consolidation of duties and responsibilities. It is anticipated that this will take place over the first 3-4 months of 2025. I am proposing that Krystal Larson be elevated in title from Treasurer to Finance Director and in compensation from \$37.67 to \$42.10. This would close the Utilities office to the public and have City Hall as the location for Utility business to be conducted.

I am also proposing to move Public Works under the direction of the Utility Director and to hire a DPW Lead staff replacing the DPW Superintendent position that is currently vacant. I have included organization charts to show this change as well as job descriptions for Finance Director and the DPW Lead. The calculated financial impact of this change is shown below:

Current					
	Regular Wages	Overtime	SS/Med	Benefits	Total
Treasurer (\$37.67)	\$78,354.64	\$0.00	\$5,994.13	\$24,668.28	\$109,017.05
DPW Superintendent (\$37.14)	\$77,254.94	\$3,621.33	\$6,187.03	\$36,782.47	\$123,845.77
	\$155,609.58	\$3,621.33	\$12,181.16	\$61,450.75	\$232,862.82
Proposed					
	Salary	Overtime	SS/Med	Benefits	Total
DPW Foreman/Lead (\$33.00)	\$68,640.00	\$3,621.33	\$5,527.99	\$36,782.47	\$114,571.79
Finance Director (\$42.10)	\$87,568.00	\$0.00	\$6,698.95	\$24,668.28	\$118,935.23
					\$233,507.02
					\$644.20

List all Supporting Documentation Attached:

Administrative Services Org Chart

Utilities/DPW Org Chart

Action Requested of Council:

Discussion regarding organization structure related to Utilities, Public Works, and Treasurer/Finance and updated job descriptions for Finance Director and Public Works Lead