



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: March 4, 2025

Item Title: Discussion regarding structure for Public Works Department

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The recent recruitment for a Public Works Lead staff resulted in 3 applicants for the position. After review of the applicants we interviewed one candidate with the supervision experience expected of the position's responsibilities. This candidate has 18 years construction management, 16 years of project management experience, and 6 years as an estimator all in the private sector. The candidate worked 18 years for one company and 22 years more his most recent employer. The candidates experience level does not translate to that of a lead staff and much more aligns with a Public Works Director. We have the following options:

- Conduct an additional recruitment for the position.
- Put in place an organization structure elevating the current staff into more permanent leadership roles and hire an additional Maintenance II. This could likely be done in a budget neutral situation.
- Hire the candidate as a Public Works Director. The DPW Lead position was advertised at \$33/hour. The City last employed a Public Works Director in February of 2023 at an hourly wage of \$38.07. The adjusted rate with a 5% adjustment in 2024 and a 3% adjustment in 2025 would be \$41.17. This would be an anticipated additional \$16,993.60 in base salary over the course of the year. It would not impact the City in 2025 but need to be accounted for in the 2026 budget process.

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Discussion regarding structure for Public Works Department