



MEMORANDUM

REGULAR CITY COUNCIL MEETING

TO: City Council

FROM: Rich LaBombard, City Manager

DATE: March 6, 2023

SUBJECT: Appoint Director of Public Works – Resolution 04-2023

With the vacancy of the Director of Public Works position in November 2022, the City published notices to recruit a replacement for the Director of Public Works position. The City appointed Mr. Ricky Zoet as the Interim Department of Public Works Director in December 2022 to fill the role until a replacement was identified. The interview panel interviewed three qualified candidates for the role and found Mr. Ricky Zoet to be the best qualified candidate to assume the full-time role of Director of Public Works.

Mr. Zoet joined the City in June 2019 and was promoted to the Department of Public Works Supervisor position in September 2020. Mr. Zoet has performed the interim role successfully since December, and I have received many positive comments from the community about his nature, communication skills, collaborative management style, and willingness to learn.

As a department head position, it is necessary for City Council to approve an appointment of the director. City Council's authority to approve appointments of administrative officers is defined in the City's Code of Ordinances (Title III: Administration, Chapter 31, "City Officials and Employees", (§ 31.19 – City Manager Duties)), "The manager shall...appoint, suspend, or remove all appointed administrative offices and department heads, subject to Council approval. The Manager shall recommend to the Council the salary or wages to be paid each such official..."

Approval of the appointment will move Mr. Zoet from the interim director position to the regular full-time salaried position. Mr. Zoet's benefits will remain unchanged. The recommended salary for the Director of Public Works position is \$74,196.60 per year. A job study was completed for the position and the recommended salary falls within the appropriate starting salary range of \$68,000 to \$76,000. The Director of Public Works job description is attached.

I recommend City Council adopt Resolution 04-2023 and appoint Mr. Ricky Zoet as the Director of Public Works for the City of Douglas.
