CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	November 5, 2026
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Consideration of one additional Project Manager in Public Works

Legislative History

- First Presentation – November 5, 2026, Special City Council meeting

Attachments:

1. Current Project Manager job description
2. 2027-2028 Salary Schedule

Executive Summary

Mayor French is requesting council consideration to add one additional Project Manager in the Public Works Department, assigned strictly to Multi-modal projects. Due to the nature of the work to be completed by this position, it would be funded by the Traffic Safety Fund (Fund 002).

Background

One of the challenges of small departments is staff capacity. Given the number of capital projects currently in design and under construction, in addition to the day-to-day job duties of the engineering department, there lacks capacity to move several of council's transportation priorities forward. The addition of a full-time project manager in the public works department would provide the opportunity to move additional multi-modal projects forward to 10% design, allowing the administration to begin applying for funding for full design and in the future, construction.

Project managers working for the city do not design projects but manage consulting engineers with expertise in designing a given capital project and subsequently contractors who would build the final approved design.

After meeting with Director Heaton, it has been determined that a Project Manager, supported by the Director and Senior Project Manager would be appropriate for this work.

Fiscal & Policy Implications

There are sufficient ongoing revenues in the Traffic Safety Fund (Fund 002) to support this position. The top end of the salary schedule in 2027 is $130,706.64 a year plus approximately $58,000 in benefits.

Alternatives

Options	***Results***
• Add the requested position to the 2027-2028 budget	The administration will move forward with advertising the position in Q1 2027.
• Do not add the requested position to the 2027-2028 budget	The Public Works department will remain at 14 full-time employees.

Staff Recommendation

Consider the Mayor's request and provide the administration direction on whether or not to include the requested position in the 2027-2028 budget.