



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Public Works

Date: 6/13/2022

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The city is expecting a retirement in 2023 that will open the top leadership position for Utilities. I want to work with council on a plan that will allow for successful transition. I am proposing the following changes be made:

- Officially name the Department Public Works
- Create an Assistant Public Works Director
- Promote from within for the Assistant Public Works director that would allow for 6-8 months of additional responsibilities that would help evaluate and prepare for Public Works Director
- Establish the organization chart and staffing levels for the department

With rolling position vacancies, the city has the revenue needed to create this new position. Leadership positions in public works are split through streets, water, and wastewater. Leadership position's benefits in public works are split through trust and agency, and utilities.

The Streets Department was moved into the Utility Department in April of 2017. The initial goal was to bring in an experienced leader for the department to understand what changes could be made to meet council's expectations and the community's expectations. This move has proven positive and effective as it has allowed for increased employee participation in each department. The department can shift focus on concerns for each area of work and see that they are completed in a timely manner. Employees are exposed to each area of public works and can gain a basic understanding of most tasks allowing them to assist when needed.

I have attached my proposed organizational chart and look forward to feedback from the council. The goal of this work session is to make sure that the department can meet the goals and initiatives of city council. Council should take time to express their views on the goals to ensure that staff can meet them, and everyone agrees on expectations.

Proposed

Public Works  
Director

Assistant Public  
Works Director

Street Water  
Lead

Wastewater  
Lead

Admin

Streets  
4

Water 3

Wastewater  
1

Public Works Department Proposed Wage Schedule

Position		Start	Top	Start	Top
Public Works Director	Salary	\$90,000	\$105,000		
Assistant Public Works Director	Salary	\$70,000	\$85,000		
Water Street Lead	Hourly			\$28.85	\$33.65
Waste Water Lead	Hourly			\$28.85	\$40.87
Operator	Hourly			\$20.79	\$25.18
Grade I	Hourly			\$22.59	\$26.12
Grade II	Hourly			\$23.34	\$27.03
Grade III	Hourly			\$24.96	\$28.17
Grade IV	Hourly			\$26.67	\$30.00
Admin	Hourly			\$19.57	\$21.18