



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Public Works Department

Date: 6/27/2022

Additional funding for this new Public Works Assistant Position will cost close to \$8,000. With a current wastewater position being vacant for six months, the city has the revenue to pay for this increase in FY 2023. The organization chart has been updated for City Council to reflect their questions on June 13. The Assistant Public Works Director position will be a permanent position unless council makes changes to the department. No concerns were noted by council in the June 13 work session, so the City Administrator placed the item on the agenda for approval.

June 13 information provided to council

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.