



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: May 9, 2023

Subject: Public Works Director Position Planning

Public Works Director Randall has informed me of his intention to officially retire in 2024. With his accrued vacation time, his last day on the job would be the end of 2023.

The Public Works Director is a critical position in charge of virtually all of the City's street, park and public utility infrastructure. Director Randall's 23 years of experience and dedicated service will be difficult to replace.

Staff is seeking direction on how to proceed. One option would be to start the hiring process for the new Public Works Director now for a potential September/October start date. This plan would provide 2-3 months of overlap between Director Randall and the new Director, which could be very valuable for a seamless transition.

The 2023 salary range for the Public Works Director position is \$96,516.95 to \$118,643.98, plus benefits. Staff would utilize reserves from Public Utilities to fund the overlap position.

I have attached the job description for your review.

If you have any questions, please do not hesitate to contact me at 763-784-6491.