



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: April 13, 2022

Subject: Public Works Employee Hiring Process

The City is anticipating two long-time Public Works employees to retire later this year. To ensure there is no interruption in the level and quality of service our residents expect, staff is recommending the City Council authorize a hiring process for up to two Public Works Maintenance Workers.

The salary range for the Maintenance Worker positions would be \$26.80 to \$32.94/hour.

We are anticipating the incumbent employees to use their vacation time prior to their departures. Waiting on the hiring process until the employees left would leave the Public Works Department extremely short staffed this summer. Hiring these positions preemptively would allow staff time to train with the incumbent employees, maximizing productivity.

By hiring these positions early, the City would incur some unbudgeted costs. We anticipate those costs to be approximately \$42,500 between the anticipated hire date and the date of the first staff retirement. Staff cancelled the custodial contract for City Hall. There is \$25,000 in Government Buildings: Contractual Services that could be reallocated to salaries. The remaining \$17,500 would be taken out of Public Utility Fund reserves. The operating reserves are healthy enough to handle this cost.

If you have any questions, please don't hesitate to contact Public Works Director Terry Randall or me at 763-784-6491.