



MAYOR & COUNCIL COMMUNICATION

DATE: October 20, 2015
CONSENT
ITEM #8
MOTION

AGENDA ITEM: Request to fill budgeted Public Works Operator position

SUBMITTED BY: Mike Bouthilet, Public Works Superintendent

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Finance Director and City Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Public Works Superintendent

FISCAL IMPACT: Recommended salary of \$20 per hour during probationary period; increase to \$22 per hour after successful completion of probationary period (6 months).

SUMMARY AND ACTION REQUESTED:

With the increased work load as a result of growth in the City, a staff addition was budgeted for 2015 effective 7/1/15. It is being requested that this position be filled at this time in order to fully train the new employee in winter operations.

BACKGROUND INFORMATION (SWOT):

Strengths – Additional staff to primarily support street improvements and winter operations. Due to resource shifts to utility functions, the street staff has become lean.
Weaknesses – Slower response time to resident services. Limited resources for annual street patching operations.

Opportunities – The City will have an additional resource which will primarily support street functions and support utility functions.

Threats – None identified.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council authorize the hiring of a public works operator.

“Move to authorize the City Administrator to advertise, recruit, interview, and present for employment a Public Works Operator.”