



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jasper Kruggel, City Administrator

SUBJECT: Organizational Structure Update

DATE: For the City Council Meeting of Monday, March 29th, 2021

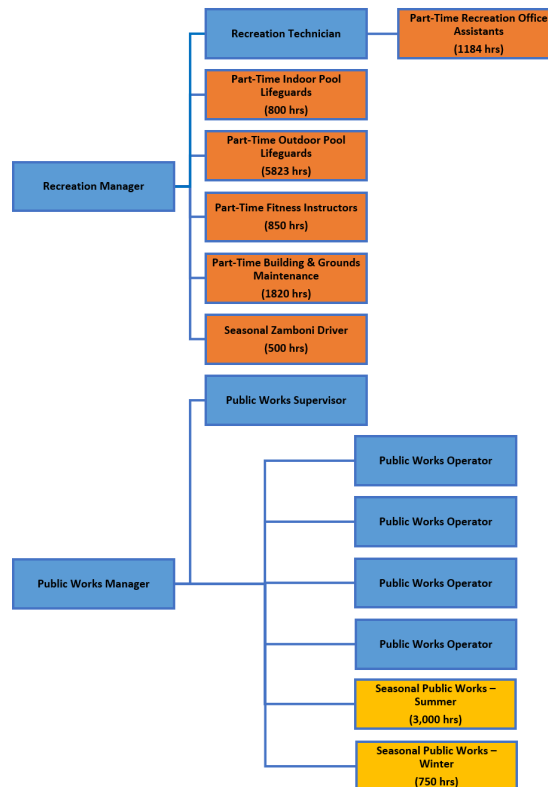
PURPOSE/ACTION REQUESTED

Consider amending the Le Sueur Organizational Structure and authorizing the hire of the vacant Public Works Manger and new Recreation Maintenance Supervisor positions.

SUMMARY

The City of Le Sueur currently has two vacancies in the Public Works Division. Staff has taken this situation as an opportunity to review the organizational structure of the Public Works Division and the Recreation Division as there are some crossover employees. During the organizational structure evaluation, staff honored the adopted 2021 budget and strived to identify and create efficiencies.

CURRENT ORGANIZATIONAL STRUCTURE (PUBLIC WORKS & RECREATION)

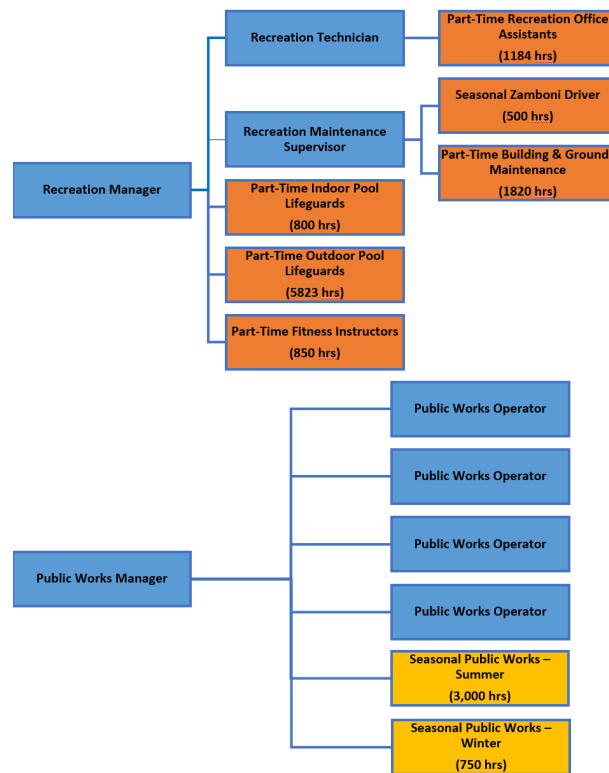


The current organizational structure and 2021 budget has 2080 hours of work performed by the Public Works Operator group at the Le Sueur Community Center (615 Fund). Also, the Recreation Manager supervises all part-time/seasonal staff other than office assistants. An internal goal is to promote, market, and coordinate programming at the Community Center.

Staff is proposing to eliminate the Public Works Supervisor position and create a new Recreation Maintenance Supervisor position under the Recreation Division. Doing this will free up management time (estimated 10%-15%) to focus on the promotion of the Le Sueur Community Center and create a redundancy with a facilities focused position to help with coverage of the Facility Manager.

The budget impact of the proposed organizational structure update is estimated to be revenue neutral assuming a Recreation Maintenance Supervisor hire at a wage of \$78,313 annually.

PROPOSED ORGANIZATIONAL STRUCTURE (PUBLIC WORKS & RECREATION)



Staff is also requesting authorization to also hire the Public Works Manger position which is also vacant.

The hiring ranges for both positions are described below:

Public Works Manager - Grade 11 – (\$74,955.96 - \$96,811.44)

Recreation Maintenance Supervisor – Grade 10 – (\$66,924.97 - \$86,438.78)

On March 15, 2020, the Personnel and Budget Committee reviewed this organizational structure update and were agreeable to the terms. If approved, both positions could be filled as soon as June 1, 2021.

PURPOSE/ACTION REQUESTED

Staff is recommending approval to update the organizational structure as described and is requesting authorization to post the positions of Public Works Manager and Recreation Maintenance Supervisor to be filled upon City Council approval at a future meeting.