

# MEMO

**TO:** Human Resources Committee  
Municipal Services Committee

**FROM:** Nate Loper, Deputy Director of Public Works

**DATE:** March 10, 2022

**SUBJECT: Proposed Modification to the Department of Public Works Table of Organization - Purchasing**

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Our current purchasing and receiving team is comprised of 2.0 FTE in receiving and 1.5 FTE in purchasing. We are proposing to convert the part-time (0.5 FTE) purchasing position to 1.0 FTE, bringing the total FTE in purchasing to 2.0. (See attached Table of Organization). The existing part-time employee has been with the city for over 30 years and is retiring in March. We evaluated this position, like we do for every vacancy, and recognized the need to increase this position to full-time when this employee retires.

Converting this position to full-time is critical for continued success not only in Public Works, but all city departments. Our 2 purchasing team members order the repair, replacement, and maintenance parts for every Central Equipment Agency (CEA) vehicle across the city. They work to keep every Public Works (DPW), Police, Fire, Parks, Golf, and numerous other department's equipment up and running, and ready to provide the essential services our customers expect. This is accomplished by ordering emergency parts, as well as ensuring all necessary inventory parts are in stock before they are needed.

From a financial standpoint, these two positions purchase over \$1 million on credit cards annually. This doesn't include larger purchase order items, such as vehicles, heavy equipment, construction materials, etc. In addition to the CEA purchases, these 2 purchasing team members ensure DPW has all the construction materials, equipment, tools, safety gear and numerous other items necessary to provide our services, efficiently.

The reason we feel the increase to 1.0 FTE is necessary, is based on work demands and the amount of time we are supplementing this team with labor from other areas. Currently, we are supplementing the purchasing and receiving team with employees from other divisions, over 900 hours each year. This is equivalent to just under 0.5 FTE, and takes staff away from other priority work, such as snow plowing, equipment maintenance, tree pruning, inspections, etc.

By increasing this position to full-time, this team of 4 will be much more self-sufficient and able to provide backup duties to each other, greatly reducing the need for others to fill in. In addition, this full-time purchasing employee will be required to maintain a CDL and be on the snow plowing list for emergency work.

Converting the 0.5 FTE purchasing position to 1.0 FTE will result in a cost increase of \$54,500. This includes wages, benefits, and a family insurance plan.

The 2022 financial impact with this proposed change will be covered with \$33,500 in vacant Public Works salary dollars, and by reducing our part-time seasonal budget by \$21,000. Future year financial impacts will be offset by continuing to reduce our part-time seasonal budget and absorbing any remaining costs within our existing general fund, water & stormwater utility, and CEA budgets.

**Therefore, we request approval of the proposed modification to the Department of Public Works Table of Organization and converting the part-time purchasing position into a full-time benefitted position.**

Attachment

C: Paula Vandehey, Public Works Director  
Jeri Ohman, Finance Director  
Jay Ratchman, Human Resources Director  
Lisa Lau, DPW Managerial Accountant Coordinator